

ATTENTION

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☐ FOIA/PA☐ Litigation☐ Executive Order Applied

Requester: _____

Subject: _____

Computer or Case Identification Number: _____

Title of Case: _____ Section _____

* File _____

Serials Reviewed: _____

Release Location: *File _____ Section _____

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File Number: 02-HQ-73683 Section 1Serial(s) Reviewed: all

FOIPA Requester: _____

FOIPA Subject: _____

FOIPA Computer Number: 918504

File Number: _____ Section _____

Serial(s) Reviewed: _____

FOIPA Requester: _____

FOIPA Subject: _____

FOIPA Computer Number: _____

File Number: _____ Section _____

Serial(s) Reviewed: _____

FOIPA Requester: _____

FOIPA Subject: _____

FOIPA Computer Number: _____

THIS FORM IS TO BE MAINTAINED AS THE TOP-SERIAL OF THE FILE, BUT NOT SERIALIZED.

SCANNED BY DocLab (RMD)

DATE: 5/15/00

ATTENTION

LAST SERIAL: 100 **DO NOT REMOVE FROM FILE**

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

EPC:ON

September 4, 1935.

MEMORANDUM FOR MR. EDWARDS.

Re: Captain H. T. Cowling, in charge
of the Film Division of the
Archives Department.

Captain H. T. Cowling telephoned me this noon and asked if he could see the 1000 watt projector and stand which we recently bought from Bell & Howell. An earlier memorandum of mine today covers a telephone call from Mr. Brand in this respect. I told Captain Cowling I would get in touch with Mr. Glavin of the Chief Clerk's office and see if he could arrange to show him the projector.

I feel that a friendly contact with Captain Cowling would be helpful to the Bureau. In discussing his job with him over the telephone he informed me that he will be in charge of the Motion Picture Division of the Archives, the acquisition and storage of motion picture films on historical and Government subjects, and that he is also conducting a survey authorized by Congress of the present status of Government films in the various departments. I told him I would like to talk further with him in general as to his work in this regard inasmuch as we were interested to a small extent in motion pictures and he offered to take me over to the Archives building and show me their facilities for storage, projection, et cetera.

Respectfully,

E. P. Coffey.

RECORDED
&
INDEXED

SEP 7 1935

62-37683-1

FEDERAL BUREAU OF INVESTIGATION

SEP 6 1935 A.M.

U. S. DEPARTMENT OF JUSTICE

FOUR TRACT

FILE

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Scheidt
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED
COPY FILED IN

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

September 6, 1935. 66-2731-1188

LAH:ON

MEMORANDUM FOR MR. EDWARDS.

Re: Visit of Captain Herbert Cowling.

With reference to my memorandum of September 4, 1935, Captain Herbert Cowling called at the Laboratory today and was permitted to examine the sound projector stand which is in the room adjacent to training school #2. This was authorized by Mr. Glavin yesterday.

Captain Cowling indicated that he is writing specifications for a similar stand and wanted to look at ours in order to obtain some ideas.

Respectfully,

E. P. Coffey.

RECORDED
&
INDEXED

SEP 10 1935

62-37683-2
FEDERAL BUREAU OF INVESTIGATION
SEP 10 1935 A.M.
U. S. DEPARTMENT OF JUSTICE
OFF. CLERK
EDWARDS

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Scheidt
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

Archives Dept. 7 B

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

June 7, 1935.

SJT:RLM

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Chief Clerk.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Edwards.....
Mr. Egan.....
Mr. Harbo.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Scheidt.....
Mr. Schilder.....
Mr. Smith.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

MEMORANDUM FOR THE DIRECTOR

RE: Request to take pictures of
Archives Building from Department
of Justice Building.

Captain John Bradley, of the National Archives Building, inquired as to whether permission could be secured to take a picture of the Archives Building from one of the balconies on the fifth floor in the Director's suite, as it was the only place where they could get the particular view desired. He stated that about six or eight weeks from now, when the scaffolding has been removed, they would like to take such a picture, and the permission of Mr. Hoover to utilize this balcony for the purpose of taking the picture was therefore solicited.

Captain Bradley was advised that I would bring his request to Mr. Hoover's attention and suggested that he renew the request a few days prior to the time the taking of the picture is desired.

Respectfully,

S. J. Tracy
S. J. Tracy.

OK.
6/10/35 J. E. H.

RECORDED & INDEXED

JUN 17 1935

62-37682-3
FEDERAL BUREAU OF INVESTIGATION
JUN 12 1935 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
DEE. CLK.
ACQU.
TRACY

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

LAH:ON

September 10, 1935.

MEMORANDUM FOR MR. EDWARDS.

Re: Visit of Captain Herbert
*Cowling and Dr. *Snyder.

Captain Herbert Cowling called at the Laboratory today with Dr. Snyder of the Bureau of Standards. Dr. Snyder is collaborating with Captain Cowling in the preparation of specifications for a sound projector which is to be installed in the Archives Building. You will recall that Captain Cowling is in charge of the Motion Picture Division of the Archives.

In accordance with Captain Cowling's request Mr. Hince showed him the Bell and Howell sound film projector which was recently purchased by the Bureau. These gentlemen examined the projector and expressed the opinion that it did not have the defects usually found in portable sound projectors.

Respectfully,

E. P. Coffey.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Scheidt
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED COPY FILED IN 66-2731

RECORDED
&
INDEXED

SEP 12 1935

62-37683-4
FEDERAL BUREAU OF INVESTIGATION
SEP 11 1935 P.M.
U. S. DEPARTMENT OF JUSTICE

Archives Building
Accession 1344

EPC:ON

September 4, 1935.

MEMORANDUM FOR MR. EDWARDS.

Re. Telephone Call of Mr. Paul Brand.

Mr. Paul Brand of the Bell & Howell Company called and stated that Mr. Herbert Cowling of the Archives Building, with offices in this building, was interested in a 1000 watt sound projector and would like very much to see ours for a moment if he could, and that if the authority could be obtained, he would bring Mr. Cowling over.

I explained to Mr. Brand that the projector was usually in the training school and it could not be seen, of course, when the school was in session and suggested that he see Mr. Glavin about making arrangements to look at it.

Respectfully,

E. P. Coffey,

RECORDED
&
INDEXED

SEP 13 1935

62-37683-5	
FEDERAL BUREAU OF INVESTIGATION	
SEP 12 1935 A.M.	
U. S. DEPARTMENT OF JUSTICE	
EDWARDS	FILE
CLEGG	
FOUR	
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ORIGINAL FILED IN 66-2731-1188

ml
K
archives department

8

COPY

THE NATIONAL ARCHIVES
Washington, D. C.

Office of the Archivist

September 11, 1935

Honorable Homer S. Cummings
The Attorney General
Washington, D. C.

Attention of the Chief Clerk

Dear Sir:

In order to complete the preliminary survey of the records of the Department of Justice by The National Archives staff, it will be appreciated if an arrangement may be made for a definite time and date on which Captain Cowling of the Division of Motion Pictures and Sound Recordings can examine the photographic materials in the photographic laboratory of the Federal Bureau of Investigation of the Department of Justice.

Respectfully yours,

(Signed) R. D. W. Connor
Archivist

RECORDED
SEP 27 1935

62-37683-6

FEDERAL BUREAU OF INVESTIGATION	
SEP 26 1935 P.M.	
U. S. DEPARTMENT OF JUSTICE	
CHIEF CLERK	FOUR
FILE	

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. HCD/mtf

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Scheidt
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

September 18, 1935.

MEMORANDUM FOR MR. HOOVER
Director, Bureau of Investigation

Attached herewith is copy of letter received from Dr. R. D. W. Connor, Archivist, requesting that a definite date and time be set for Captain Cowling of the Division of Motion Pictures and Sound Recordings to examine the photographic materials in the photographic laboratory of the Federal Bureau of Investigation.

Respectfully,

H. C. DONALDSON
Chief Clerk.

FEDERAL BUREAU OF INVESTIGATION

SEP 20 1935

U. S. DEPARTMENT OF JUSTICE

CH. CLK. FOUR

FILE

RECORDED & INDEXED

SEP 27 1935

Handwritten notes:
Hail
ms
H
H
G

Handwritten notes:
New. Mr. Donaldson
9/25/35
W.B.S.

WRG:EP
44-2-3-2-

RECORDED

September 25, 1935.

62-37683-6

MEMORANDUM FOR MR. H. C. DONALDSON,
CHIEF CLERK

Reference is made to your memorandum dated September 18, 1935, with which you forwarded a communication received by you from Dr. R. D. W. Connor, Archivist, wherein he requests a definite date and time to be set for Captain Cowling, of the Division of Motion Pictures and Sound Recordings, to examine the photographic materials in the Photographic Laboratory of this Bureau.

This is to inform you that Captain Cowling may examine these materials whenever he so desires. It is suggested that he contact the Chief Clerk of this Bureau at the time he desires to examine these materials.

The communication from Dr. Connor is being returned to you.

Very truly yours,

John Edgar Hoover,
Director.

Enclosure No. 824699.

copy of letter from Dr. Connor

COMMUNICATIONS SECTION
MAILED 11/25

SEP 25 1935

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

JOHN EDGAR HOOVER
DIRECTOR
rer:iab

Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

September 27, 1935.

MEMORANDUM FOR MR. TOLSON

Captain Cowling, from the Division of Motion Pictures and Sound Recording Division of the Archives, was referred to this office yesterday afternoon by Mr. Crowl, of the Chief Clerk's Office. Captain Cowling is making a survey of the approximate amount of photographic negatives and materials maintained in the various Government Departments. Mr. Douglas was contacted and advised of Captain Cowling's desire and he informed me that the Captain should be shown our negative files and they were therefore exhibited to him.

Respectfully,

R. C. Renneberger

R. C. Renneberger.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

SEP 30 1935

62-37683-7	
FEDERAL BUREAU OF INVESTIGATION	
SEP 28 1935 A. M.	
U. S. DEPARTMENT OF JUSTICE	
CH. CLK.	FILE

INVESTIGATION

From: Laboratory and Single Fingerprint Unit

Date 10/23 1935

<input type="checkbox"/> Mr. Edwards	<input type="checkbox"/> Mr. Major
<input type="checkbox"/> Mr. Appel	<input type="checkbox"/> Mr. McCarthy
<input type="checkbox"/> Mr. Baughman	<input type="checkbox"/> Mr. McSwain
<input type="checkbox"/> Mr. Blackburn	<input type="checkbox"/> Mr. Parsons
<input type="checkbox"/> Mr. Burgess	<input type="checkbox"/> Mr. Pfafman
<input type="checkbox"/> Mr. H. M. Clegg	<input type="checkbox"/> Mr. Pickering
<input type="checkbox"/> Mr. Clark	<input type="checkbox"/> Mr. Renneberger
<input type="checkbox"/> Mr. Conrad	<input type="checkbox"/> Mr. Schilder
<input type="checkbox"/> Mr. Dingle	<input type="checkbox"/> Mr. Q. Tamm
<input type="checkbox"/> Mr. Donaldson	<input type="checkbox"/> Chief Clerk
<input type="checkbox"/> Mr. Eldridge	<input checked="" type="checkbox"/> Files
<input type="checkbox"/> Mr. Harrington	<input type="checkbox"/> Stenographer
<input type="checkbox"/> Mr. Hince	<input type="checkbox"/> S.F.P. Unit
<input type="checkbox"/> Mr. Lovett	<input type="checkbox"/> Messenger
<input type="checkbox"/> Mr.	

See Me _____
Please Handle _____

H
E. P. COFFEY

23-518

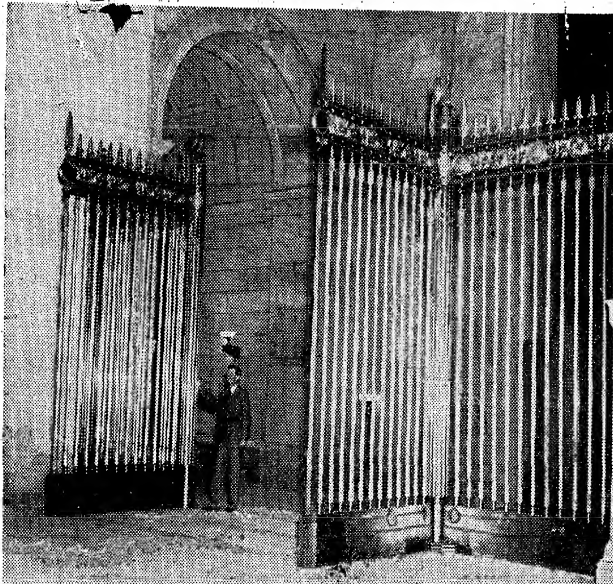


Washington Times Fri. Oct. 18, 1935

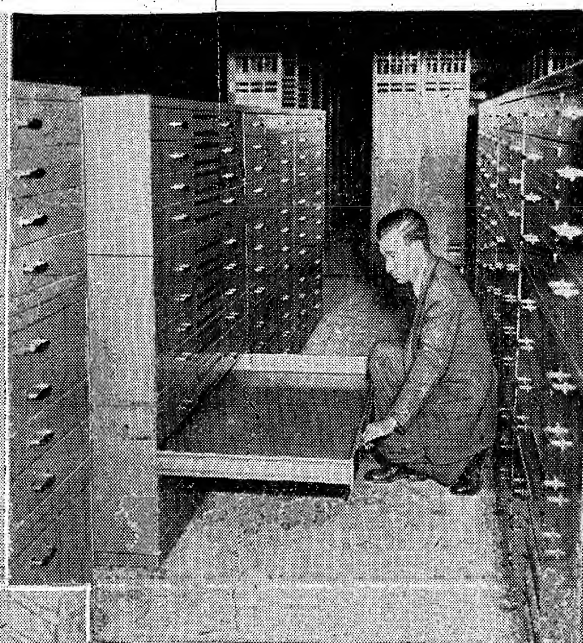
Understandable
JH

62 37 683

FIRST PHOTOS OF BEAUTIFUL NEW ARCHIVES BUILDING INTERIOR



MASSIVE grilled entrance to the Shrine Room, which will contain the Constitution and the Declaration of Independence.



FIREPROOF, lightproof cabinets are provided for the oversize maps, charts and documents. Thad Page, administrative secretary of archives department, examines one. International News Photos by Washington Times.

Hike Turns Bo Against Fairy Tale Tramp

Nine-year-old Jimmy Boles today tossed aside the story he was reading. It told of a boy who long ago put on a pair of seven-league boots and walked a year and a day to a castle where giants were besieging a beautiful princess.

Secure with his father, Kenneth Boles, in their home at 916 Quincy St. N. W., Jimmy didn't object to the giants and the princess, but he was frankly skeptical of the year-and-a-day statement.

And he should know. For Wednesday night Jimmy left the house to buy a newspaper. A little more than 24 hours later, police found him curled in sleep in the protection of a packing box near Silver Spring, Md.

Jimmy said he had lost his way and had walked "miles and miles."

Artist Will Paint Murals at Howard

Under the relief art projects departments of the Procurement Division of the United States Treasury, Archibald J. Motley, of Chicago, has been detailed to paint several murals for Howard University buildings.

Mr. Motley, an outstanding Negro artist and a pupil of Karl Buehr, will be on the work for a period of a year. He received the Guggenheim award for his painting, "Uncle Bob," and prizes from the Art Institute of Chicago and the Harmon Gold Medal in Fine Arts in 1928. His works have been shown at the Art Institute, Chicago, Grand Central Galleries, New York, and the Century of Progress Exposition.

Mrs. Cool to Speak

Washington chapter of Hadasah will meet next Tuesday afternoon at 2:30 in the Jewish Community Center. Mrs. Leopold V. Frendberg, president, will introduce the principal speaker of the afternoon, Mrs. David deSola Pool, former president of the New York chapter.



AT THIS SHRINE the two most important documents in the United States will be on view. According to plans first stated by President Herbert Hoover at the laying of the cornerstone of the Archives Building, the Constitution and the Declaration of Independence will occupy the place of honor together. They are now in the Library of Congress.

4 Housing Projects Are Approved by PWA

Bids for construction of two slum clearance, low-rent housing projects at Louisville, Ky., and one at Stamford, Conn., and for demolition of a slum area at Cambridge, Mass., were called for yesterday by the housing division. PWA (Public Works Administration) approval of a \$2,000,000 slum clearance, low-rent housing project at Toledo, Ohio, also was announced.

\$289,799 Is Allotted For D.C. School Repairs

Commissioner George E. Allen yesterday announced that the WPA (Works Progress Administration) Board of Allotment had granted the District \$289,799 for repairs to 173 elementary schools. Employment for 480 men for one year will be provided. Work consists of sanding and refinishing floors in each school and waterproofing exterior walls.

Chemist to 'Freshen' Archives Documents

When Uncle Sam moves his treasured documents into their resting place in the new Archives Building, they will all smell alike.

Yellowed bits of parchment and leather, the odors of some early American settler will be as chemically free of the odors bestowed by the ages as the week-old report of the Bureau of Standards, fresh from the Government Printing Office.

Each page of paper to be laid away in those windowless stacks designed for the storage of documents will be subjected to a thorough "going over" in the laboratory of Arthur E. Kimberly, chief of the division of repair and preservation. No vestige of mold or trace of animal life, which in time might cause irreparable damage, unarrested, will survive the chemical treatments the entry will receive there.

Air, Light Kept Out

In the vaults, or, as they are called, "stacks," themselves, there will be no chance of further development of these destructive conditions. Sunlight, which tends to fade script, and natural air which is laden with all sorts of detrimental things cannot reach their final repository.

Elaborate air conditioning and a special lighting system will take care of that. Delicate instruments, registering the slightest fraction of a degree of change in temperature, will stand guard 24 hours a day.

Fire, the most thorough destroyer of them all, will never be a visitor there. With innumerable pieces of paper packed in such a comparatively small space, the combustion hazard would seem to be one most to be feared. Nevertheless, it just can't occur.

Guard Against Fire

Three of the most advanced systems of fire detection were taken under consideration by the engineers, and none of them satisfied them. So the one indisputable feature of each was

combined into a special system which was installed. Then, too, there is not much in the building which is combustible, anyway.

Its construction is, as fire-proof throughout as it is possible to make a building. A walnut door might burn down to its hinges—but that is all.

Theft is impossible. The mere presence in one of the vaults of a human being is registered on dials—first by the sound of his footsteps on the floors, and again by the rise in the room's temperature from the heat thrown off by his body. The fellow who makes off with any of the papers will have to be a cool one.

2 SUITS FILED FOR \$60,000

Two damage suits, totaling \$60,000 have been filed on behalf of minors in District Supreme Court.

Pierce A. Britt, 1100 block of Fourth St. N. E., asked \$50,000 damages for his son, Franklin W. Britt, 19, from Max Shapiro, a grocer of the 600 block Sixteenth St. N. E. The suit charges that the youth was permanently crippled last month when his motorcycle was struck by a truck operated by Shapiro.

Mrs. Helen Rowls, 1400 block Chapin St. N. W., asked \$10,000 for her son, George Rowls, 17. The suit is directed against the Highway Engineering and Construction Company and alleges the youth was crippled from burns inflicted by exploding asphalt owned by the company.

Card Party

Bridge and 500 will be played at the first fall card party of the St. Francis de Sales Church, Twentieth Street and Rhode Is. and Avenue N. E., at 8:30 p. m. today.

By Dorcas Crosby

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

EPC:ON

May 18, 1936.

MEMORANDUM FOR MR. EDWARDS.

Re: Visit of Dr. Vernon D. Tate.

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Chief Clerk.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Edwards.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Harbo.....
Mr. Joseph.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

Dr. Vernon D. Tate, Chief of the Division of Photographic
Reproduction of Archives, was referred to my office from the
Director's Office. Dr. Tate was interested in seeing how we utilize
ultra-violet and infra-red in connection with the photography of
documents and I spent about an hour with him in the Laboratory showing
him these processes and equipment. Apparently Dr. Tate is an expert
photographer as he appeared to be very well versed in the subject.
He told me they were ordering both ultra-violet and infra-red illuminating
equipment. I also referred him to several text books on the subject.
I showed him some of our work in the ultra-violet and infra-red and he
was very much impressed; in fact, he said he was amazed with the success
which we had attained on documents in this field.

He informed me that they have really not gotten under way in
Archives but he has its Photographic Laboratory set up and they have
some interesting problems over there in connection with documents. Of
course, their work in documents is from an entirely different angle than
ours. He stated that in addition to himself working on documents there
is also Dr. Arthur E. Kimberly of the Bureau of Standards who is also on
the Archives staff. Dr. Tate stated that he handles the photographic
document problems and Dr. Kimberly the chemical and microscopic problems.

He invited me over to visit their laboratory and offered to
show me what they were doing on documents over there. I think this
invitation should be accepted and I will endeavor to get over there within
the next several weeks. In the name of the Director I invited him to call
again and to consult us in any problems which he might have in document
work.

I introduced him to Mr. Renneberger and we went through Mr.
Renneberger's Photographic Section.

RECORDED
&
INDEXED

JUN 1 1936

COPIES DESTROYED
270 OCT 6 1964

62-37683-8
FEDERAL BUREAU OF INVESTIGATION
MAY 28 1936 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
JOSEPH
EDWARDS

RECORDED COPY FILED IN 62-37683-8

Memo for Mr. Edwards

-2-

May 18, 1936.

I think he will be a helpful contact in document matters, particularly the examination of ancient documents and the restoration of documents, and with this thought in mind I have indexed his name and that of Dr. Kimberly in the expert file for future reference.

Respectfully,

A handwritten signature in dark ink, appearing to read 'E. P. Coffey', written in a cursive style.

E. P. Coffey.

OFFICIAL INDICATED BELOW BY CHECK MARK

Mr. Nathan _____ ()
Mr. Tolson _____ ()
Mr. Clegg _____ ()
Miss Beahm _____ ()
Mr. Coffey _____ ()
Mr. Donegan _____ ()
Mr. Edwards _____ ()
Mr. Egan _____ ()
Miss Gandy _____ ()
Mr. Glavin _____ ()
Mr. Joseph _____ ()
Mr. Keith _____ ()
Mrs. Kelley _____ ()
Mr. Kleinkauf _____ ()
Mr. Lester _____ ()
Mr. Quinn _____ ()
Mr. Schilder _____ ()
Mr. Tamm _____ ()
Mr. Tracy _____ ()
Miss White _____ ()
Files Section _____ ()
Personnel Files _____ ()

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Harbo
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy
.....
.....

For Your Information _____ ()
Note and Return _____ ()
File _____ ()

Remarks:

*Pls advise Pagan, Schlenker &
Burkart.*

All have been advised -

RRB

EPC:ON

62-37683

June 23, 1936.

MEMORANDUM FOR MR. EDWARDS.

Re: 35 mm. motion picture projectors
and attitude of Archives and
cooperation.

Mr. Clark and I seeking information on 35 mm. projectors with sound which could be used in the experiment with regard to determining the value of sound motion pictures for criminal identification, called at the National Archives yesterday. First, we visited for a moment Dr. Vernon D. Tate, in charge of the Still Photographic Section, with whom we had previously established a contact. We looked over his photographic laboratories which are certainly right up to the minute, although quite small, and I think Mr. Renneberger might well inspect them. He might pick up some ideas. Next we conferred with Captain Herford T. Cowling, assistant chief of the Photographic Section. We had previously made a contact with Captain Cowling. He showed us their projection equipment which is without doubt the finest in Government circles. Brand new in every respect, the installation of the projection apparatus and accessories alone cost \$20,000. The booth is built behind a very neat little auditorium which will seat about 300 people. So far the seats have not been put in.

As I talked with Captain Cowling I got the distinct impression that in order to get high quality reproduction expensive equipment is necessary, perhaps not as elaborate as he has but certainly equipment which would cost a great deal of money. Under the circumstances I thought I would feel them out over there with a view to determining whether they would make available for our use their auditorium and projection equipment in the event we decided to conduct some preliminary experiments on this sound identification system before purchasing too much equipment ourselves. Captain Cowling appeared very receptive indeed to the idea and suggested that we immediately talk with Captain John G. Bradley, Assistant Archivist in charge of the Motion Picture Division.

RECORDED & INDEXED

Captain Bradley was likewise very receptive to the idea. I told him it was an idea which had just occurred to me as I was looking at his excellent equipment and that I would, of course, first have to determine what the Bureau's plans were in connection with motion picture experiments and if we ever made the request for cooperation it would be made formally by the Director. He stated he did not want to give an official opinion on such short

JUL 7 1936

TOLSON
CHIEF, CLK
FOUR
EDWARDS

FILE

ORIGINAL FILED IN

62-40899-28

Memo for Mr. Edwards

-2-

June 23, 1936.

notice but he was certain Archivist R. D. W. Connor would help in every way and that the auditorium and equipment could be made available and a operator would be provided if they had one on their staff at that time and if this Bureau was able to transfer any funds to cover at least partially any cost that Archives might be put to it would be very agreeable indeed.

Incidentally Captain Bradley informed me that he has had for several years an idea of his own concerning the identification of the human voice by means of graphic charts as to the frequency range and he would like to talk with me further concerning its possibilities at some other time, especially if we undertook the preliminary experiments on the so-called Schwartzkopf method. As you know, this same idea has previously been brought to the attention of the Bureau a number of times and at first glance does not seem to have much practical value. However, I will go into it further with Captain Bradley at any opportune time.

Captain Bradley informed me that although he did not know the Director personally, he had great admiration for him and would be more than delighted to help in any way he could. He further stated that he was a personal friend of Judge Holtzoff of the Department and he also felt obligated to Colonel Stewart of the Department for the courtesy extended by the Department when our building housed their temporary offices.

My personal impression of the Archives motion picture installation is that it is the most elaborate thing I have ever seen for the purpose that it is supposedly designed and right now it seems to be completely idle and there will be no use for it for some time to come as far as I can see.

In addition to what is outlined above, Captain Cowling gave us a number of helpful suggestions concerning the drafting of contracts for outside laboratory film work and gave us the benefit of his experience in this respect which represents, I gathered, eight or ten years in Government motion picture circles. He also furnished a copy of the detailed specifications which Archives put out when purchasing their sound motion picture projection equipment and accessories (the unit that cost them \$20,000). I am attaching these specifications hereto in order that they may be on record for our reference should we subsequently draw specifications for projection equipment.

Respectfully,

E. P. Coffey.

EPC:ON

October 13, 1936.

MEMORANDUM FOR MR. NATHAN.

Re: Request of Captain Bradley to
file a copy of the Universal
motion picture in the permanent
O archives.

In connection with the visit of the Director, Mr. Tolson, and others of the Bureau to the Archives Saturday afternoon for projections of the Universal motion picture in the making, I wish to advise that Captain Bradley called me aside after the picture was run and stated he thought it would be highly desirable if a copy of the finished picture could be permanently filed in the Archives' records so that the same might be available for future generations as a record of the work and functions of the FBI in 1936. I thanked him for the suggestion and told him that I would bring it to the Director's attention.

I think it would be well, if the finished picture is acceptable to the Bureau, to have an extra copy of it so filed in the permanent archives. In the event the Bureau is of like opinion I have so indicated in a letter to Captain Bradley thanking him for the use of the projection equipment.

I am also attaching hereto a letter to Captain Cowley who made the initial arrangements for the projecting of the picture.

Respectfully,

E. P. Coffey.

RECORDED
&
INDEXED

OCT 28 1936

62-37683-10
OCT 20 1936
TOLSON
STOUR 672

ORIGINAL FILED IN

EPC:ON
80-7

June 4, 1937.

MEMORANDUM FOR MR. NATHAN.

Re: Filing of copy of motion picture
"You Can't Get Away With It" in
archives of the Government.

In my memorandum of October 13, 1936, I pointed out that Captain Bradley of the Archives had suggested that this Bureau consider filing a copy of "You Can't Get Away With It" in the permanent archives of the Government. I think this should eventually be done as a historical record of the Bureau in 1936 and 1937 and I suggest now that the picture has been shown pretty much throughout the country that consideration be given to forwarding such a copy to Archives.

No action was taken on my original suggestion last October.

Respectfully,

E. P. Coffey.

RECORDED

62-37683-11

FILED
JUN 23 1937 P.M.
U.S. DEPT. OF JUSTICE
NATHAN
LABOR
FOUR
RES. DIV.
FILE

ORIGINAL FILED IN 80-7-786

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

RBC:MT

June 16, 1937.

MEMORANDUM FOR MR. NATHAN

Re: Filing of copy of motion picture
"You Can't Get Away With It" in
archives of the Government.

Further reference is made to my memorandum of June 4, 1937, in which my recommendation that a copy of the above-entitled picture to be placed in the permanent archives of the government was approved by Mr. Tolson.

It is requested that there be purchased for the Laboratory for this purpose a lavender duplicating positive sound track and a lavender duplicating picture positive under group A, item 9, of the motion picture contract at a cost of 1.2¢ per foot or approximately \$64.00

Respectfully,

E. P. Coffey.

TENOLLE

me

RECORDED

62-37683-11	
FEDERAL BUREAU OF INVESTIGATION	
JUN 23 1937	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	FILE
LAB. DIV.	
FOUR	

ORIGINAL FILED IN 80-7-786

COPY

WRG:TS

June 18, 1937

RECORDED

62-37683-11

Pathe Film Corporation,
1270 Sixth Avenue
New York, New York.

Gentlemen:

Please be advised there has been forwarded to your laboratory at Bound Brook, New Jersey, a copy of the Motion Picture entitled, "You Can't Get Away With It".

It is desired that there be forwarded to this Bureau at an early date, one lavender duplicating positive sound track and one lavender duplicating picture positive of this picture, under Group A, Item #9.

Very truly yours,

John Edgar Hoover,
Director.

ORIGINAL FILED IN 62-37683-786

CW

COPY

~~V~~PATHE' FILM CORPORATION

1270 Sixth Avenue, New York, NY

July 7, 1937.

J. Edgar Hoover, Esquire
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

This will acknowledge receipt of your
favour of July 3rd.

With regard to the request voiced in
your second paragraph, the negative picture and
track of "YOU CAN'T GET AWAY WITH IT" will be shipped
to you today, July 7th.

With regard to the third paragraph of
your letter, we beg to advise that only one dupe
negative of "SPARE THE EVIDENCE" was ordered per your
letter of June 18th, as well as the two positive prints.
The duplicate negative and the two positive prints were
shipped to you on July 1st. If you have not received them
by now, kindly wire us immediately, so that we can send
a tracer.

Very truly yours,

BY D. Frankel
Sales Manager

RECORDED
&
INDEXED

62-37683-12

FEDERAL BUREAU OF INVESTIGATION	
JUL 9 1937 A.M.	
U. S. DEPARTMENT OF JUSTICE	
OUT. CLERK	FILE

ORIGINAL FILED IN

onational Archives Building

COPY

WRG:TS

July 3, 1937.

✓ Pathe Film Corporation,
1270 Sixth Avenue,
New York, New York.

Gentlemen:

Reference is made to Bureau letters dated June 18, 1937, with regard to the motion picture films, "You Can't Get Away With It" and "Spare the Evidence".

You are advised that the lavender duplicating positive sound track and the lavender duplicating picture positive of the picture, "You Can't Get Away With It", have been received, however the Bureau's negative picture and sound track were not returned. It is desired that these items be returned at an early date.

With regard to the request for two duplicate negatives and two positive prints of the picture, "Spare the Evidence", please be informed these items have not been received and it is requested that you advise when delivery may be expected.

Very truly yours,

(s) John Edgar Hoover,
Director.

RECORDED
&
INDEXED

62-37683-13

FILE

ORIGINAL FILED IN

82-7-998

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

TDQ:RCL

July 21, 1937.

MEMORANDUM FOR MR. TOLSON.

ag
k
Mr. W. Neal Franklin, a special examiner connected with the National Archives, called this morning and stated that they were making various surveys of the records maintained by the Immigration authorities at Buffalo, New York, and exhibited to me a record typical of those made of all cars entering the State of New York from Canada with a notation placed thereon as to when these cars return to Canada.

He stated that they were making a survey of various state records with the thought of possibly authorizing the destruction of some of these records over five years old in the event they were of no value to any other governmental agency. He stated that the officials of the Archives were under the impression that unless an objection was interposed by some other governmental agency all records older than five years would be destroyed.

I informed Mr. Franklin that so far as the Bureau was concerning the five year period would undoubtedly suffice.

Respectfully,

T. D. Quinn.

7
RECORDED
&
INDEXED

62-37683-14	
FEDERAL BUREAU OF INVESTIGATION	
JUL 23 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

RBC:ERG

August 31, 1937

Dr. R. D. W. Connor,
Archivist of the United States,
The National Archives Building,
Washington, D. C.

Attention: Captain John G. Bradley.

Dear Dr. Connor:

I am advised that you are desirous of receiving motion pictures which have a historical significance to preserve for the future a record of our times.

It gives me great pleasure to deposit with the National Archives, a copy of the motion picture entitled, ~~"You Can't Get Away With It"~~ which picture portrays the factual story of this Bureau. This picture was produced with the permission of the Attorney General and the cooperation of the Federal Bureau of Investigation, by Universal Pictures.

A master positive picture and sound track of the above-mentioned motion picture are being transmitted by messenger.

I wish to take this opportunity to express my appreciation for the cooperation and assistance you have extended this Bureau through its members of the Technical Laboratory staff in connection with motion pictures.

Hoping this picture will be of interest to you for your motion picture archives, I am

Sincerely yours,

RECORDED
&
INDEXED

John Edgar Hoover
Director.

COMMUNICATIONS SECTION
MAILED

SEP 2 1937

F. M.
FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

62-37683-15

FEDERAL BUREAU OF INVESTIGATION	
SEP 4 1937 A.M.	
U. S. DEPARTMENT OF JUSTICE	
RECEIVED	INDEXED

National Archive

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Clegg
- Mr. Coffey
- Mr. Hendon
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Hendon
- Mr. Lester
- Mr. Quinn
- Mr. Nease
- Mr. Gurnea
- Mr. Egan
- Mr. Clegg
- Mr. Tracy
- Miss Gandy

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

Sept. 8, 1937.

Mr. Nathan	✓
Mr. Tolson	✓
Mr. Boardman	
Mr. Clegg	
Mr. Coffey	
Mr. Egan	
Mr. Foxworth	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

Hon. J. E. Hoover,
Federal Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Mr. Hoover:

This is to acknowledge receipt of your letter of August 31st saying that you are sending to The National Archives a copy of the motion picture, "You Can't Get Away With It". Please accept my thanks for this very interesting and valuable film.

I beg to assure you that it was a pleasure to be able to render some service to you in connection with motion pictures.

Very sincerely yours,

A. J. W. Lawrence
Archivist of the United States.

RECORDED
&
INDEXED

62-37683-16

U. S. DEPARTMENT OF JUSTICE

SEP 9 1937 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON

LANE

RES. DIV.

Miss Gandy

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

EPC:ON

September 15, 1937.

MEMORANDUM FOR MR. NATHAN.

Re: Filing of "You Can't Get Away
With It" with National Archives.

Mr. James W. Cummings, Jr. of the National Archives called at my office Monday morning requesting a signature on a form which they have to identify the motion picture "You Can't Get Away With It", which was deposited by this Bureau with the Archives. I signed this in view of the fact the Director authorized the delivery of the film to Archives, and a copy thereof is attached hereto for the Bureau's files.

Mr. Cummings also asked if the Bureau would furnish a positive 35 mm. print of this picture for immediate projection purposes. He pointed out that the lavender copy which we already furnished is a permanent file copy and they might have occasion to project the picture on short notice for us or other Government Bureaus. I therefore recommend that such a positive copy be furnished them and if the recommendation is approved the laboratory will arrange to obtain the same and transmit it by cover letter.

As to the subject of filing motion pictures in general, Mr. Cummings in answer to my inquiry, advised that a large number of Government films are presently being filed over there and that catalogs describing the contents of these films will be prepared, and furthermore that this Bureau or other Government Bureaus are always welcome to examine the catalogs and to view such pictures as are on file which will be projected by the Archives in their projection room. I think this should be kept in mind in connection with the visual education side of our training division course.

Respectfully,

RECORDED
&
INDEXED.

E. P. Coffey.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McGuire
Mr. Nathan
Mr. Nichols
Mr. Pennington
Mr. Sch'lar
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED COPY FILED IN

62-3942-161

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furnish
507

62-37683-17
OCT 10 1937
U. S. DEPARTMENT OF JUSTICE
FILE

W. W. - H. H.
U. S. - H. H.
B3
W



The National Archives
Washington, D. C.

REQUISITION FOR TRANSFER OF RECORDS

To the Attorney General of the United States:

By virtue of the authority vested in me under the provisions of the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124; U. S. C., title 40, secs. 231-241) and by the resolution adopted by the National Archives Council on February 10, 1936, I, R. D. W. Connor, as Archivist of the United States, do hereby requisition for transfer to The National Archives the archives and records now in your custody particularly described in Identification Inventory numbered 96 which is hereunto attached and by this reference made a part hereof.

Dated at Washington, D. C., this 14th day of
September, A. D. 1937.

R. D. W. Connor
Archivist of the United States.

62-37683-17

THE NATIONAL ARCHIVES
Division of Accessions

Identification Inventory

Accession No. 96

Inventory No. 96

Date: September 14, 1937

Date: September 4, 1937

Deputy Examiner: James W. Cummings, Jr.

Preliminary Survey No. 239

Records of: Department of Justice

Subdivision: Federal Bureau of
Investigation

Location of Depository: The National Archives Film
Vault, Washington, D. C.

Sheet 1 of 2 sheets

---oOo---

Description of Records

Approximately 5,500 feet of 35mm motion picture film of nitrate base of which there are three reels of master lavender picture print and three reels of master lavender sound print. The title of this picture is "You Can't Get Away With It". It shows activities of the Federal Bureau of Investigation dealing with criminals. The picture was produced with the permission of the Attorney General and the cooperation of the Federal Bureau of Investigation.

Condition of Records

The lavender prints are in excellent condition.

Statutory Restrictions on the Use of Records

There are no restrictions.

Volume of Records

1 cubic foot

Shipment Volume

1 cubic foot

The above Identification Inventory is hereby agreed to by
the undersigned duly authorized representatives of the Department

of Justice and of The National Archives, respectively, and the custody of the records of the Federal Bureau of Investigation, Department of Justice therein described, is hereby officially transferred to the Archivist of the United States this 14th day of September , A. D., 1937.

Signed in duplicate

J. P. Coffey, Spec. Agt. FBI
Representing the Department of
Justice

James W. Cummings, Jr.
Representing the Archivist of
the United States

JOHN EDGAR HOOVER
DIRECTOR

EAT:CDW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

October 13, 1937.

MEMORANDUM FOR THE FILE

With reference to the attached memorandum for Mr. Nathan dated September 15, 1937, concerning the desire of the National Archives to have a positive copy of the film "You Can't Get Away With It", the Director, when informed of the request, stated he did not believe the Bureau should incur the expense necessary to furnish this film to the National Archives, but that if the Archives desired such a film, they could obtain it from the manufacturers.

E. A. TAMM

RECORDED COPY FILED IN

RECEIVED
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62-37683-17

OCT 12 1937

FILED
OCT 12 1937

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OCT 12 1937

RE

62-37683-17
OCT 12 1937

RFP:DMS

December 20, 1937.

Mr. R. D. W. Connor,
Archivist of the United States,
The^o National Archives Building,
Washington, D. C.

Attention: Mr. Glenn C. Henry.

Dear Mr. Connor:

There is being returned herewith the original copy of specifications covering a special filing cabinet for disc records which was loaned by Mr. Glenn C. Henry of your organization to Mr. R. F. Pfafman of this Bureau's Technical Laboratory in person on the morning of December 15, 1937.

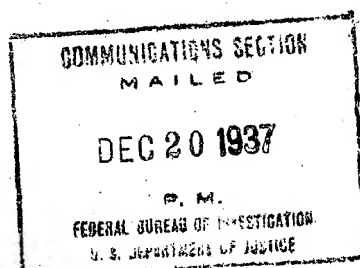
Assuring you of the Bureau's appreciation for the courtesy extended in this matter, I am

Sincerely yours,

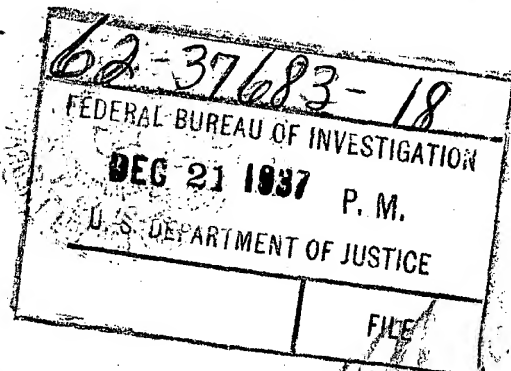
John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. McGuire
Mr. Neagaten
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schuyler
Mr. Tamm
Mr. Tracy
Miss Gandy

Enclosure



RECORDED
&
INDEXED



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RBC:EG

January 26, 1938.

Mr. Nathan	✓
Mr. Tolson	✓
Mr. Baughman	
Mr. Clegg	
Mr. Coffey	
Mr. Crowl	
Mr. Egan	
Mr. Foxworth	
Mr. Glavin	
Mr. Harbo	
Mr. Hottel	
Mr. Lester	
Mr. McIntire	
Mr. Naughten	
Mr. Nichols	
Mr. Pennington	
Mr. Rosen	
Mr. Schilder	
Mr. Tamm	
Mr. Tracy	
Miss Gandy	

MEMORANDUM FOR MR. NATHAN

Re: Telephonic Call of Mr. James W. Cummings
of the National Archives.
Time: 10:15 A. M.

The above-mentioned individual called on the telephone today and made inquiry as to the exact date on which the motion picture entitled "You Can't Get Away With It" was first released by Universal Pictures, for use in connection with their record of accession of a copy of this motion picture which as you will recall was furnished to them by the Bureau.

After obtaining the information from the Universal Film Exchange Mr. Clark advised Mr. Cummings that the official release date was November 30, 1936.

Respectfully,

E. P. Coffey
E. P. Coffey

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62-39426-206

RECORDED
&
INDEXED

62-37683-19

FEDERAL BUREAU OF INVESTIGATION
JAN 28 1938 P.M.
U. S. DEPARTMENT OF JUSTICE

NATHAN
TOLSON
SOS. B. A. C.
FILE

DO-5

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Record of Telephone Call or Visitor.

January 28, 1938.

Time 12:20 pm

Name Mr. Glavin tele.

Referred to

Details:

Mr. Nathan ☒
Mr. Tolson ☒
Mr. Baughman ☒
Mr. Clegg ☒
Mr. Coffey ☒
Mr. Crowl ☒
Mr. Egan ☒
Mr. Foxworth ☒
Mr. Glavin ☒
Mr. Harbo ☒
Mr. Hottel ☒
Mr. Kleinlauf ☒
Mr. Lester ☒
Mr. McIntyre ☒
Mr. Naughton ☒
Mr. Nichols ☒
Mr. Pennington ☒
Mr. Rosen ☒
Mr. Schilder ☒
Mr. Tamm ☒
Mr. Tracy ☒
Miss Gandy ☒

Mr. Coffey has received a request from Captain Bradley of the motion pictures section of Archives for the loan of a copy of the picture "You Can't Get Away With It" which they can show, with other pictures they have, on next Tuesday evening, at Archives, before a group of men of the motion profession who are employed by the Government.

Archives already has a copy of this picture in the files but this is not to be used for projection purposes.

RECORDED & INDEXED

Mr. Tolson thinks the request could be complied with.

62-37683-20

FEB 1 1938
OLSON
L.A.B.
RES. DIV.
FILE

Counting reaps
Have Lab status
-35mm prints
loaned Capt. Bradley
JML

RECORDED COPY FILED IN 80-7-922

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

JHM:JEM

January 27, 1938.

MEMORANDUM FOR MR. NICHOLS

Miss Rovane, Secretary to Dr. Roscoe R. Hill, Chief, Division of Classification of the National Archives, called the morning of January 26, 1938 and advised me that she wanted some information about the Bureau.

She stated that Dr. Hill is preparing a dictionary on American History in which he wanted to include a brief statement about the Federal Bureau of Investigation.

Miss Rovane was supplied with one copy each of the following pamphlets from which it would be possible for Dr. Hill to secure the information he wished:

Federal Bureau of Investigation.
Selection and Training of Personnel.
Criminal Identification and the Functions of
the Identification Division.

Respectfully submitted,

J. H. Mathis
J. H. Mathis.

RECORDED
&
INDEXED

62-37683-21	
FEDERAL BUREAU OF INVESTIGATION	
FEB 1 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON RES. DIV.	FILE

EPC:ON

February 3, 1938.

MEMORANDUM FOR MR. NATHAN.

Re: Fonda Sound Recorder.

Acting on Mr. Tolson's instructions I went over to Archives yesterday at 1:15 P.M. to meet one Charles H. Payne who was to demonstrate the Fonda Sound Recorder. This is a variation of one of the sound embossed on film devices that we have examined a number of times during the past several years. This particular one is designed by the Fonda Sound Company of New York City. Others have been invented or designed by Albert D. Stern of the American World Traders in New York City and the Tec Recorder was promoted by Julius Frankenburg. There are others in this field, including the Ripley machine which was developed by the Kiel interests which Vanderlip promoted out in Chicago. The trouble with all of these devices so far is that they have been in the hands of promoters and none of them that I know of has been manufactured and put on the market. They are reasonably good in performance, their most advantageous feature being the capacity factor in that they can record for a number of hours without stopping.

The model I saw yesterday again appears to be in the hands of a promoter, Charles H. Payne - address, Carlton Hotel or Fairfax Hotel or 152 West 42nd Street, New York City, Suite 1536. He tells me that he is an honorary member of the Copeland Committee on the investigation of aeronautics. He states that this sound proposition is a side line with him and that he has put money into it and now controls both the Fonda recorder and the Ripley recorder. He says that none has yet been manufactured but that he is almost ready to begin manufacture. He says he is not going to sell them, but rather rent them. He has some sort of plan for offering the machines on a rental basis to the government as a whole and the rental charges will be as indicated in the schedule below depending on the number of machines in use.

\$100 per month per machine if 20 machines are in use.
\$75 per month per machine if 40 machines are in use.
\$60 per month per machine if 100 machines are in use.
\$50 per month per machine if 200 machines are in use.

RECORDED
&
INDEXED

62-37683-22

FEDERAL BUREAU OF INVESTIGATION

FEB 10 1938

NATHAN

TOLSON

DELOACH

FOUR

OFF. OF

ORIGINAL FILED IN

62-29185-545

Partially
discovered
this serial
only. 11-27-63
#39

Memo for Mr. Nathan

-2-

2-3-38

He also intends to have the exclusive contract to sell the film for the machines. He told me that Secretary of War Woodring, Congressman Bob Bacon of the Appropriations Committee, Admiral Cook, and other high government officials would attend the demonstration. I waited from 1:15 to 2:15, during which no one appeared but as I was leaving several men came in, one of whom was introduced to Payne as the Chief Clerk of one of the departments.

Payne talks a great deal, refers very familiarly to high government officials, and makes statements which may or may not be true but which are rather startling; for instance, he told me that Archives had a very powerful telephone tapping squad and that he thought the FBI could obtain the services of the same if they ever needed it by contacting the proper Archives officials. Payne himself, I understand, is not a government official.

There is nothing new to report from the technical standpoint on the Fonda recorder which Payne has. As has been previously indicated, the Bureau might well give consideration to this type of recorder when and if it actually comes on the market. I do not think it equals our own high fidelity recorders but the capacity feature is very worth while considering if the cost is not too great.

Mr. Payne was very anxious that the Director come personally to see the apparatus sometime during the week. I told him I would describe the apparatus to the Director and it would not appear necessary for him to see it personally.

Respectfully,

E. P. Coffey.

JOHN EDGAR HOOVER
DIRECTOR
rcr:mel

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
December 12, 1938

MEMORANDUM FOR MR. GLAVIN

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W
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With reference to our conversation this morning concerning miscellaneous papers, including honorable Army discharge papers of Thomas W. Lion, found by Mr. J. H. Houser, employee of this Section, on Pennsylvania Avenue this morning, I contacted the National Archives and was advised that they have an employee by the name of Thomas W. Lion.

Mr. Harris, Executive Officer of the National Archives, advised me over the telephone that he would send Mr. Lion over to me right away. Mr. Lion identified the material and signed the attached receipt.

Respectfully,

R. C. Renneberger

R. C. Renneberger

Enclosure

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&
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62-37683-23

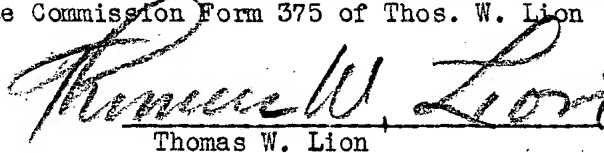
FEDERAL BUREAU OF INVESTIGATION
DEC 13 1938
U. S. DEPARTMENT OF JUSTICE

FOUR

December 12, 1938

I certify that I have received the following papers from
J. H. Houser:

Honorable Discharge Papers - U.S. Army #C-1797172
made out to THOMAS W. LION
Baptism card of Thomas Williams Lion
Letter from Stanley A. Owens to Mrs. Mary A. Lion
dated December 10, 1938
U.S. Civil Service Commission Preference Form 14 of
THOS. W. LION
U.S. Civil Service Commission Form 1769, unsigned
4 sheets of plain paper on which are inventory
items in pencil
54-page pamphlet re organization of the National Archives
U.S. Civil Service Commission Form 375 of Thos. W. Lion


Thomas W. Lion

62-37683-23

DE LUXE LABORATORIES, INC.

441-461 WEST 55TH STREET, NEW YORK

TELEPHONE CIRCLE 7-3220

ALAN E. FREEDMAN
PRESIDENT

December 14, 1938

CABLE ADDRESS
DELUXELAB
NEW YORK

Mr. C. W. Whaling
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Whaling:

We are in receipt of a request from Mr. R. D. W. Connor,
Archivist, for permission to allow his office to make an
inventory of government films held in our laboratories.

Will you please advise whether you have any objection to
same.

Very truly yours,

DE LUXE LABORATORIES, INC.

A. E. FREEDMAN

AEF:DL

Noted and Archived

Recd. 12-19-38
WKG
RECORDED
&
INDEXED

62-37683-24

FEDERAL BUREAU OF INVESTIGATION

DEC 19 1938

U. S. DEPT. OF JUSTICE

FOR THE
CHIEF OF BUREAU
LABORATORY

WRC:MTS

December 19, 1938

RECORDED

62-37683-24

Mr. A. E. Freedman, President
De Luxe Laboratories, Incorporated
441-461 West 55th Street
New York, New York

Dear Mr. Freedman:

Your communication addressed to Mr. C. W. Whaling, who was formerly employed by this Bureau, has been referred to me by Mr. Whaling.

It is noted that you have received a request from Mr. R. D. W. Connor, Archivist, for permission for his office to make an inventory of government films held in your laboratories. I would appreciate your advising Mr. Connor in the event further requests are made of you that it will be necessary that authorization be secured from this Bureau prior to the taking of such an inventory in so far as the films of this Bureau are concerned.

This matter, in the meantime, will be appropriately handled with Mr. Connor, the Archivist in this city.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

COMMUNICATIONS SECTION
MAILED

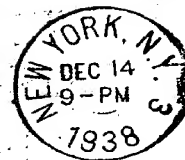
DEC 19 1938

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
DEC 21 1938

DE LUXE LABORATORIES, INC.

441-461 WEST 55TH STREET

NEW YORK CITY

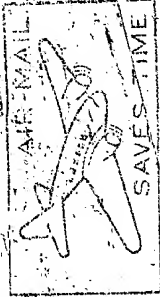


Mr. C. W. Whaling

~~Federal Bureau of Investigation~~

~~Washington, D. C.~~

309 Innissee Ave
Beverly Hills,
Alexandria, Virginia



*View
11-2-38-4*

December 16, 1938

JJM:AWN

MEMORANDUM FOR MR. NICHOLS

Miss Hunter of the National Archives, Division of Motion Pictures, Extension 331, telephonically communicated with the Crime Records Division on the afternoon of December 14, 1938, advising that when she received a copy of the Bureau file "You Can't Get Away With It" she was told there was a script in existence that explained this film.

Miss Hunter stated she needed a copy of this script at the present time and requested this story of the film be forwarded to her if it were available.

She was advised that a check would be made on this matter and she would be informed if a story of this film were available.

RECORDED & INDEXED
Respectfully,

J. J. McGuire

62-37683-25
DEC 21 1938
FEDERAL BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE
TOLSON
NICHOLS

Addendum:

For record purposes, I called Miss Hunter on December 19, 1938, and advised her that in September of last year, Mr. Carl L. Gregory of the Archives had requested a copy of the script of the film, "You Can't Get Away With It," and at that time we had looked into the matter and found that the Bureau did not have available a scenario. I also informed Miss Hunter that the Bureau suggested to Mr. Gregory that he might want to communicate with Universal Pictures Corporation who produced the picture.

LBN

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 80-7-1163

ca

JOHN EDGAR HOOVER
DIRECTOR

WRG:EAL

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
December 30, 1938

MEMORANDUM FOR MR. TOLSON

With reference to the attached communication addressed to the De Luxe Laboratories, Inc., I telephonically communicated with Mr. Bradley of Archives concerning this matter and ascertained from him that this check is a check of the same nature as was made by Archives representatives in this city, that they are not at all interested in examining the films. They merely wish to know what Government films are retained by the Government contractor, in this case the De Luxe Laboratories, Inc.

I am of the opinion that the attached communication should go forward.

Respectfully,

W. R. Glavin
W. R. Glavin

RECORDED
&
INDEXED

62-37683-26

FEDERAL BUREAU OF INVESTIGATION	
JAN 4 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	LAB.

WRG:EAL
62-37683-24

RECORDED & INDEXED

62-37683-26

December 30, 1938

Mr. A. E. ~~X~~Freedman, President
De Luxe Laboratories, Incorporated
441-461 West 55th Street
New York, New York

Dear Mr. Freedman:

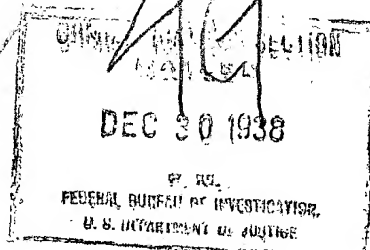
Reference is made to my communication under date of December 19, 1938, relative to a request made upon you by Mr. R. D. W. Connor, Archivist, for permission for his office to make an inventory of Government films held in your laboratories.

This matter has been discussed with a representative of the Archivist, and the Bureau has been advised that all that is required is that you furnish his representative a list of the films of this Bureau that are presently in your possession. From our records, it is found that you have presently two master negatives of ours, one being "The Mechanics of Arrest" and the other "You Can't Get Away With It." This Bureau has no objection to your so advising Mr. Connor's representative.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy



JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LBN:JEM

January 24, 1939

MEMORANDUM FOR MR. TOLSON

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Following our conversation of January 23, 1939, I desire to advise that Miss Dorothy Arbaugh and Miss Dorothy J. Hill of the Archives called at my office on the afternoon of that date. Both of these ladies are dealing with a problem that is rather nebulous to them, and they frankly do not know exactly what they want.

They are now engaged in indexing the film "You Can't Get Away With It" and wanted to know how they should index the names of the criminals involved. I suggested that John Dillinger's name be indexed simply as John Dillinger; That "Baby Face" Nelson should be indexed under his alias and his true name of Lester J. Gillis, etc.

I showed them the cross-reference system that we use in our own Library, and suggested that in the event any problem should arise in the future in indexing the names of criminals, that the Bureau would be very happy to furnish them the true names and aliases if this data was available.

They were also taken on a special tour of the Bureau and were very appreciative.

Respectfully,

L. B. Nichols
L. B. Nichols

RECORDED
&
INDEXED

62-37683-27
FEDERAL BUREAU OF INVESTIGATION
JAN 25 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR

UNRECORDED COPY FILED IN

94-2

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 27, 1940

MEMORANDUM TO HEADS OF ALL DIVISIONS

Re: Identification Necessary to
Use Records in the National
 Archives.

There follows an excerpt from a letter addressed to
the Attorney General by the Archivist of the United States:

"The Archivist of the United States has in
his custody many records which may be consulted
only by duly authorized representatives of the
Government of the United States. In order to
guard against possible misuse of these records,
while at the same time facilitating reference to
them for official purposes, it is requested that
each representative of the Department of Justice
who is sent to the National Archives Building
for the purpose of consulting records, be pro-
vided with a letter of introduction or other
identification of his official status."

In accordance with the above request you are advised
that the necessary letter of identification may be obtained from
the office of the Chief of the Division of Records. You are advised
further that the Archivist has been requested to release records
only upon presentation of a letter of identification.

T. D. QUINN

Administrative Assistant
to the Attorney General

From
DIVISION OF RECORDS
To

The Attorney General () The Administrative Assistant () ✓
The Solicitor General () The Bureau of Investigation ()
The Assistant to the Attorney General. () The Bureau of Prisons ()
The Antitrust Division () The Bureau of War Risk Litigation . ()
The Tax Division () The Bond & Spirits Division ()
The Claims Division () The Chief Clerk ()
The Lands Division () The Accounts Division ()
The Criminal Division () The Appointment Clerk ()
The Assistant Solicitor General () The Supply Division ()
The Pardon Attorney () The Transcription Section ()

Attention of:

MEMORANDUM

Mr. Tolson	✓
Mr. Clegg	
Mr. E. A. Tamm	
Mr. Foxworth	
Mr. Nathan	
Mr. Ladd	
Mr. Egan	✓
Mr. Glavin	✓
Mr. Nichols	
Mr. Hendon	✓
Mr. Rosen	✓
Mr. Tracy	✓
Miss Gandy	

NOT RECORDED

62 - 37683 - ✓

MA

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RPK:TD
10:30 A.M.

August 13, 1940

Mr. Tolson.....
Mr. Clegg.....
Mr. E. A. Tamm.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Egan.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....

MEMORANDUM FOR MR. CLEGG

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L (OK)
3
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Ralph R. Williams, of the Division of Building Management and Service, Archives Building, called at my office and stated that he was making a survey of the protective steps being taken in various Governmental buildings with the idea in mind of improving the protective setup of the Archives Building. He stated that he had just talked with Mr. Donaldson, Chief Clerk of the Department, concerning the guard service and protective features of the Justice Building. He was interested in obtaining any additional observations that the Bureau might have to make.

66-48223-

I pointed out to him that the supervision of the entire Department of Justice Building rested with the Department and inasmuch as he had already talked to Mr. Donaldson there was little, if anything, I could add. I did point out to him that the Bureau had always regarded its files as confidential and had, for many years, enforced very strict regulations to protect the confidential matters handled by the Bureau.

Respectfully,

R. P. Kramer

R. P. Kramer

RECORDED
&
INDEXED

62-37683-28

FEDERAL BUREAU OF INVESTIGATION
1 AUG 16 1940
U. S. DEPARTMENT OF JUSTICE

CLEGG

MA

NATIONAL ARCHIVES ACCESSIONS

October 1 - December 31, 1940

(D) No. 4

Accessions 658-704

DEPARTMENT OF THE TREASURY

we Coast Guard

Motion pictures, one a sound picture, portraying activities of the former Lighthouse Service, 1916-30. 14 units. Accession 677.

Additional logbooks of vessels of the Coast Guard and of the former Revenue-Cutter Service, 1841-1935, and additional logbooks of stations of the Coast Guard and of the former Life-Saving Service, 1841-1939. 1,547 feet. Accession 693. See NAA 1.

Fiscal Service. Accounts Bureau

Copies of diplomatic and consular correspondence of the State Department relating to foreign trade, 1863-66; additional records of and relating to special agents in the South, 1861-72; additional records concerning cases involving captured and abandoned property, 1863-70; and additional records of the Confederate Treasury Department relating chiefly to customs administration and subscriptions to war loans, 1861-65. 23 feet. Accession 698. See *Guide*, 56, 283.

Fiscal Service. Public Debt Bureau

Accounting books and papers, 1862-1918, concerning bond issues for the Civil War loans made during the years 1862-68. 494 feet. Accession 701. See NAA 2.

Internal Revenue Bureau

Income-tax returns for the year 1930 on individual incomes over \$5,000 and on incomes of fiduciaries and partnerships, with related papers of later date. 2,960 feet. Accession 686. See NAA 3.

These lists of accessions (cited herein as NAA) are compiled quarterly by The National Archives to supplement the *Guide to the Material in The National Archives* (Washington, 1940). For each accession listed there are in The National Archives a "recommendation on transfer" and an "identification inventory," which provide additional information concerning the material and which are usually available for consultation. Other aids to the use of the material are constantly being compiled. For information regarding these aids and the use of the material in The National Archives, see pages ix-xviii of the *Guide* or address or telephone the Division of Reference of The National Archives.

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DEPARTMENT OF WAR

Secretary's Office

Printing and binding requisitions and related correspondence, 1907-11, and other records of the Printing and Advertising Division pertaining to publications, printed forms, and binding, 1884-1929. 10 feet. Accession 673.

Adjutant General's Office

Card index to pay rolls of the Quartermaster's Department of the Confederate States Army, 1861-65. 2 feet. Accession 660. See *Guide*, 265.

Correspondence of the Enlisted Branch, 1862-89, of the Volunteer Service Division, 1861-89, and of the Colored Troops Division, 1863-88, all pertaining to the service of enlisted men and volunteer officers in the United States Army. 5,681 feet. Accession 668.

Rejected applications for appointments as cadets in the United States Military Academy, 1866-76. 3 feet. Accession 672.

Engineer Chief's Office

Glass-plate negatives of photographs portraying activities of the Corps of Engineers during the years 1875-1902, including activities in the Philippine Islands during the years 1898-1902. 3,000 items. Accession 689.

DEPARTMENT OF JUSTICE

Federal Prison Industries, Inc.

Sound motion picture entitled "Protecting the Public," showing scenes in Federal penitentiaries at Alcatraz, Atlanta, Leavenworth, and Lewisburg, 1926-35. Accession 662.

DEPARTMENT OF THE NAVY

Marine Corps. Adjutant and Inspector's Department

Records of marine barracks at the Boston Navy Yard, 1821-1913; morning reports of the officer of the day at the Norfolk Navy Yard, 1865-1915, at the Key West Naval Station, 1898-99, and at the marine officers schools at Port Royal, 1910-11, and at Norfolk, 1911-12; letters sent by the First Provisional Brigade at Guantanamo, Cuba, 1912; and correspondence of the marine detachment at the American Embassy in Peiping, China, 1930-34. 80 feet. Accession 692. See *Guide*, 268.

Record cards showing the service of officers and enlisted men of the Marine Corps during the World War, 1917-19. 90 feet. Accession 695.

Navigation Bureau

Reports on the fitness of regular officers of the Navy, 1917-21. 48 feet. Accession 685. See *Guide*, 268.

DEPARTMENT OF THE INTERIOR

General Land Office

Copies of township plats used in examining mineral land patents, chiefly in the Southwest, 1870-1900. 1,322 items. Accession 674.

Letters received from surveyors general and from registers and receivers of land offices, 1803-33; correspondence, leases, and other records relating to the War Department's supervision of the leasing and operation of lead and copper mines on the public domain in Illinois, Wisconsin, and Iowa, 1824-47; miscellaneous records of land offices in Arkansas, California, Idaho, Louisiana, and Ohio, 1829-1916; and other records, 1819-86. 42 feet. Accession 679.

General Land Office. Cadastral Engineering Service

Records of the former Office of the Surveyor General of California pertaining to surveys and resurveys, consisting of contracts, bonds of deputy surveyors, and related correspondence, field notes, and plats, 1896-1910; letters received, 1906-20; and other records, chiefly oaths of office and bonds relating to surveyors and Office employees, 1894-98, 1900-1902. 6 feet. Accession 680.

Press copies of letters sent by the former Office of the Surveyor General of Montana, 1892-1908, 1912-17. 2 feet. Accession 681.

National Park Service

Plats and plans showing the locations of improved and unimproved public properties in the District of Columbia, 1791-1895, including the originals of Nicholas King's wharfing plans, 1797, and of his plats of the city of Washington, 1803. 75 items. Accession 669.

About 200 pen-and-ink drawings of park structures prepared for use in publications of the Service, 1935, 1938, with printer's proofs, 1938. 4 feet. Accession 682.

Reclamation Bureau

Township plats showing farm units of irrigation projects, chiefly west of the Rocky Mountains, 1907-40. 1,154 items. Accession 676.

Negatives of photographs pertaining to the construction and operation of irrigation and reclamation projects, 1902-36. 34,807 items. Accession 694. See *Guide*, 270.

Territories and Island Possessions Division

Correspondence of the Division, of the former Federal Emergency Relief Administration, and of the Works Progress Administration concerning the Matanuska project in Alaska, consisting chiefly of applications of prospective colonists and social workers, 1934-38. 12 feet. Accession 696.

DEPARTMENT OF AGRICULTURE

Agricultural Chemistry and Engineering Bureau

Correspondence, reports, manuscripts of studies, and other records of the Division of Chemical Engineering Research, 1914-29; soil survey field operation reports, 1915-27; and general correspondence of the former Bureau of Chemistry and Soils relating to soils, 1927-28. 501 feet. Accession 691. See *Guide*, 271, and *NAA* 2.

Agricultural Economics Bureau

Central files of the Bureau, 1923-35; correspondence, reports, and other records of the Division of Farm Population and Rural Welfare, 1919-33; and correspondence of the Divisions of Cotton and of Hay, Feed, and Seed, 1926-31. 1,360 feet. Accession 699. See *Guide*, 271.

Agricultural Marketing Service

Correspondence of the Administration of the Packers and Stockyards Act, 1921-27. 52 feet. Accession 700. See *Guide*, 151.

Extension Service

Correspondence of the former special agent of the Plant Industry Bureau in charge of farmers' cooperative demonstration work, 1907-14, of the former States Relations Service, 1915-23, and of the Extension Service, 1924-33. 146 feet. Accession 702.

Narrative reports of field agents, 1931-37. 5 feet. Accession 703. See *Guide*, 272.

DEPARTMENT OF COMMERCE

Weather Bureau

Additional instrument recordings taken at various field stations, consisting of anemometer readings, 1893-96, 1925-37; hydrograph readings, 1921-28; thermograph and barometer tracings, 1922-34; and wind, rainfall, and sunshine observations, 1936-37. 388 feet. Accession 704. See *Guide*, 158, and *NAA* 2.

DEPARTMENT OF LABOR

Children's Bureau

Additional motion pictures pertaining to child welfare, 1923-26. 5 units. Accession 697. See *Guide*, 273.

OTHER AGENCIES

Federal Security Agency. Education Office

Records concerning educational radio programs produced in conjunction with the Work Projects Administration, consisting of correspondence of the Audience Preparation Division with schools and civic groups and samples of letters received from listeners, 1936-40. 9 feet. Accession 665.

Federal Security Agency. Social Security Board

Additional motion pictures pertaining to unemployment insurance, 1937. 12 units. Accession 663. See *Guide*, 274.

Federal Works Agency. Public Works Administration

Photographic negatives and prints assembled in connection with the preparation of the "Survey of the Architecture of Completed Projects of the Public Works Administration," 1933-38. 29,000 items. Accession 661. See *NAA* 2.

Federal Works Agency. Work Projects Administration

Records of the Self-Help Cooperative Division of the former Federal Emergency Relief Administration relating to cooperatives in the United States and abroad, consisting of correspondence, minutes, reports, photographs, and printed bulletins, 1933-37. 34 feet. Accession 675.

Fine Arts Commission

General correspondence of the Commission, 1910-19, of the Chairman, 1919-23, 1927-37, and of the Secretary, 1920-22, 1927-40; case files involving building permits in the District

of Columbia during the years 1939-40 under the Shipstead-Luce Act (1930); and additional records relating to projects recently completed, 1910-40. 28 feet. Accession 678. See *Guide*, 179, and *NAA* 1.

Interstate Commerce Commission. Safety Bureau

Case files involving legal proceedings under the Safety Appliance Act (1896) and the Hours of Service Act (1907), 1903-20; records of the Block Signal and Train Control Board, consisting of plans of safety devices and related correspondence and reports, 1907-12; and files relating to investigations of railroad accidents, including transcripts of testimony, exhibits, correspondence, and reports, 1911-30. 307 feet. Accession 687.

National Recovery Administration

Additional records of the Washington office, consisting of centralized "industrial files" relating to individual codes of fair competition, 1933-35; reference files of printed and manuscript reports, studies, circulars, press releases, bulletins, orders, and memoranda, 1933-37; letters of protest received from business men, 1933-35; records relating to activities in Alaska, Hawaii, and Puerto Rico, 1933-35; files on personnel in Washington and in the field, 1933-36; records of the Industrial Advisory Board, 1933-35, of the Coordinator for Industrial Cooperation, 1935-37, of the Automobile Labor Board, 1934-35, and of several code authorities, 1933-35; and other records, including miscellaneous material assembled as an "administrative file," 1933-36. 10,611 feet. Accession 687. See *Guide*, 216-219, and *NAA* 1.

Railroad Administration. Operation Division

Minutes, plans of safety devices, related correspondence and reports, and other records of the Automatic Train Control Committee, 1919. 8 feet. Accession 688. See *Guide*, 199-203.

Tennessee Valley Authority

Component sheets of so-called "planimetric" maps showing drainage, cultural features, and place names of the Tennessee River drainage basin, 1934-40. 3,216 items. Accession 670.

PRIVATE GIFTS

Motion Pictures

"*Nickelodeon*" shows. 1894-1917. A collection of 49 pictures produced by the Edison, Pathé, M&M, and Urban companies, chiefly scenes in Canada, England, France, Italy, Egypt, South

Africa, India, Burma, and Japan. Presented by Thomas Armat. Accession 671.

"*Teddy the Rough Rider*." 1940. A sound picture dramatizing episodes in the life of Theodore Roosevelt, 1895-1919. Presented by Warner Bros. Pictures, Inc. Accession 658.

"*Young America Flies*." 1940. A sound picture dramatizing the civilian pilot training course given at Stanford University in cooperation with the Civil Aeronautics Authority. Presented by Warner Bros. Pictures, Inc. Accession 658.

"*The Washington Parade*." 1940. A series of eight sound pictures portraying activities and scenes at the Capitol, the White House, the national defense agencies, the Federal Bureau of Investigation, the Smithsonian Institution, the Library of Congress, and the Social Security Board. Presented by Columbia Pictures Corporation. Accession 683.

"*The Ramparts We Watch*." 1940. A 10-reel picture dramatizing events from the first to the second World Wars, 1914-40, chiefly the effect of war on a typical American community. Most of the scenes of the first World War are from the Signal Corps collection in The National Archives. Presented by the March of Time. Accession 690. See *NAA* 2.

President Franklin D. Roosevelt. 1940. Two news reels portraying the President at a meeting with Mackenzie King, Prime Minister of Canada, in the vicinity of Ogdensburg, N.Y., August 18, 1940, and at the dedication ceremonies at the Great Smoky Mountains National Park, September 2, 1940. Presented by Movietone News, Inc. Accession 686.

Sound Recordings

Edited reproductions. 1936. Assembled recordings, including reproductions of the voices of President Franklin D. Roosevelt, Herbert Hoover, and Will Rogers and a discussion of American Indian languages by John P. Harrington of the Smithsonian Institution. Presented by John G. Bradley. Accession 684.

Senator John A. Danaher. 1940. Comments by the Senator from Connecticut on the day's news, broadcast over station WOL on September 11, 1940. Presented by Senator Danaher. Accession 659.

Consumers and the national defense program. 1940. An address by Harriet Elliott, Commissioner in charge of the Consumer Division of the Advisory Commission to the Council of National Defense, describing the work of that Division, broadcast over the Mutual Broadcasting System on September 26, 1940. Presented by Miss Elliott. Accession 664.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF GOVERNMENT REPORTS
WASHINGTON, D. C.

OFFICE OF THE COORDINATOR
OF GOVERNMENT FILMS

SCREENING OF NAZI PROPAGANDA FILMS, 1934-40

National Archives Auditorium
Friday, March 27
8:30 p.m.

You are cordially invited to attend a screening of Nazi propaganda films Friday evening, March twenty-seventh, at 8:30 p.m., National Archives Auditorium (fifth floor), Pennsylvania Avenue at Ninth Street.

The program will include (a) the short version of THE TRIUMPH OF THE WILL (b) a short version of FLIEGE, FUNKE, KANONIERS, a short of 1937 on the German air force, introduced by a speech by Goering. (c) a short version of BAPTISM OF FIRE, the film of the Polish campaign and (d) a selection of German newsreel through the fall of France and the beginning of the Battle of Britain.

All the material has over-printed English subtitles and prefatory titles, save BAPTISM OF FIRE, which has English commentary.

If you wish further information regarding this screening, will you please call Roberta Cook, Executive 3300, Extension 544 (Executive Office).

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

25 APR 17 1942

INDEXED

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11 - NOT RECORDED

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Coffey	_____
Mr. Hendon	_____
Mr. Holloman	_____
Mr. McGuire	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

May 1942

THE PROTECTION OF FEDERAL RECORDS AGAINST HAZARDS OF WAR 1/

By Collas G. Harris

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

When Miss Arbaugh first asked me to take part in this evening's program, she suggested I discuss the work of the Committee on Conservation of Cultural Resources. Since most of us here, however, are interested primarily in records of the Federal Government, I want to confine my remarks about the Committee on Conservation of Cultural Resources to that subject and will not undertake to discuss what it is doing about museum materials, works of art, library holdings, or historic buildings, or to describe its work in preparing long-range plans for the enrichment and better utilization of the country's cultural resources. But I do want to give you as complete a picture as possible of the whole problem of protecting Federal records against the hazards of war and of the services that will be available to you in providing such protection for the records of your own agency.

This war is the first in which it has been possible for the enemy—and, let us hope, for us—to wreak serious damage hundreds and even thousands of miles behind the fighting lines. Until recent weeks every day's dispatches from London gave us an impressive picture of the destructive power of the bombing plane. Libraries, museums, and government offices have been smashed along with homes and docks and factories. There is no ground for assurance that we are immune from similar destruction here. Those who realize how essential a part records play in the day-by-day administration of the Government and in the prosecution of the war and how important a part of our cultural resources they are must feel a deep sense of responsibility for their effective protection in the face of these dangers.

Many of you have seen a letter of January 12, 1942, from Dr. Waldo G. Leland, Chairman of the Committee on Conservation of Cultural Resources, which was sent to the heads of all Federal agencies and of the principal bureaus and divisions. This letter attempted to define the existing state of military hazard and to outline a recommended course of action for the protection of materials of cultural, scientific, and historic importance. Shortly afterwards, you may have received a letter of February 7 from the Archivist of the United States, tendering the services of The National Archives in measures for the protection of Federal records. Still more recently you have probably learned of the preparation by the Public Buildings Administration of a code for the protection of public buildings and their contents, which will include records among the objects of its concern. I suspect that by now most of you anticipate that the next move

INDEXED

62-37683 - 30

1/ This paper was presented by Mr. Harris, Executive Officer of The National Archives and Chairman of the Executive Committee of the Committee on Conservation of Cultural Resources, at a meeting of the Federal Records Conference, April 28, 1942.

12 JUL 1 1942

will be the appointment of a Coordinator of Activities for the Protection of Federal Records.

The situation is not as complicated as it sounds, however, and the three agencies concerned have quite different functions in dealing with this problem. The Committee on Conservation of Cultural Resources grew out of informal meetings, beginning in December 1940, among the heads of Federal institutions having the custody of cultural materials and interested persons outside the Government. It was formally established by the National Resources Planning Board in March 1941, with the responsibility of developing plans and promoting measures for the better conservation, wider availability, and more effective use of the cultural resources of the country. Coming into existence on the eve of war, the Committee naturally accepted as its first task the formulation of plans for the protection of cultural resources against the dangers that the impending conflict might bring. A memorandum of September 16, 1941, issued by the Director of the Bureau of the Budget at the request of the President, gave the Committee the specific responsibility of preparing plans for the protection of materials of cultural, scientific, or historic importance in the possession of agencies of the Federal Government. In the execution of this request, the Committee made a careful study of British and European experience, sought expert military and technical advice, and conducted a detailed survey of records, books, manuscripts, museum objects, and works of art in the possession of Federal agencies in Washington. On the basis of the information thus obtained, the Committee prepared as a part of its recommendations estimates of the nature and amount of bomb-resisting construction that would be needed to afford proper protection to the more valuable Government holdings.

The Committee on Conservation of Cultural Resources is a planning agency, not an action agency, and once it had developed its recommendations for protective construction, they were turned over to the Public Buildings Administration on October 15, 1941, for its consideration and possible execution. Lack of available funds prevented the construction at that time of the recommended shelters, and upon the outbreak of war a few weeks later, it was necessary for the Committee to formulate another set of plans to provide for the effective protection of important materials without reliance upon bomb-resisting shelters. These were the plans that were communicated to all Federal agencies in Dr. Leland's letter of January 12, 1942.

Shortly after the outbreak of war State committees on conservation of cultural resources were established throughout the country. They are in a position to render services to field agencies of the Federal Government similar to those given agencies in Washington by the National Committee.

The Committee on Conservation of Cultural Resources had been thinking for some time in terms of a protective program that would be financed and coordinated by some central agency. The logical agency was obviously the

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Public Buildings Administration, since the protection of records cannot be dissociated from the protection of the buildings in which they are housed, and since the task of arranging for space outside Washington to which records could be evacuated would also be a normal function of the Public Buildings Administration.

This fact was recognized in a letter of January 12, 1942, from the President to the Administrator of the Federal Works Agency, of which the Public Buildings Administration is a constituent part, requesting that agency to prepare plans and drafts of appropriate legislation for a protective program. The President directed that the program should include materials in Federal buildings as well as the buildings themselves and specifically mentioned records.

I would prefer that a representative of the Public Buildings Administration give the details of that agency's plans, but since Mr. Graf, who is a member of the Committee on Conservation of Cultural Resources, and I have assisted in preparing the sections of the Public Buildings Administration's code on air-raid protection dealing with records and other materials, perhaps I can give you a general picture. The Public Buildings Administration appointed an Interdepartmental Advisory Committee to draw up a code outlining protective measures that should be taken for activities, buildings, personnel, and records and other materials. Mr. Thompson, our presiding officer tonight, is chairman of that Committee. Chapter X of this code deals with the protection of materials and is based principally on the plans developed by the Committee on Conservation of Cultural Resources. The measures to be taken, as established by the code, depend on the importance of the activities of an agency in the war effort and the degree of danger from enemy attack existing at a given place and time. The individual agency is responsible for carrying out all measures except those involving construction; the Public Buildings Administration undertakes essential construction and provides funds for the protective measures undertaken by the individual agencies. This does not mean, of course, that the Public Buildings Administration will put up a bombproof shelter for every agency that wants one or microfilm all the records of the Federal Government. What it will be able to do will necessarily be limited by the available funds and materials and the necessity of doing first things first. An initial appropriation to the Public Buildings Administration of \$12,500,000 to enable it to get the protective program under way has passed both Houses of Congress and is now in conference. ^{2/}

The agency that has the most immediate interest in all Federal records is, of course, The National Archives. Certain measures for the protection of records require its approval, such as the transfer of records to the Archives Building, the microfilming of records if subsequent disposal of the originals is contemplated, or the disposal of useless records, which

^{2/} The act containing this appropriation (Public, No. 528, 77th Cong.) was approved by the President April 28, 1942.

may be necessary to provide adequate space for the safekeeping of more important records. In all other measures to insure the physical safety and the integrity of records of the Federal Government the Archivist of the United States has a direct interest.

A staff committee was established in The National Archives on December 8, 1941, "to make recommendations to the Archivist regarding the protection of the National Archives Building and its contents, including personnel, and of records of the Federal Government in general against the hazards of war." The National Archives has on its staff specialists in the appraisal, packing, storage, and microfilming of paper records and in the care of photographs, microfilms, motion pictures, and sound recordings. The services of these specialists are available to all agencies of the Government that may desire assistance in planning for the protection of their records. The National Archives Building is probably the most nearly bomb-resisting Federal building in Washington, and direct assistance can often be given by the transfer of records to the Archives.

The set-up, then, is that the Committee on Conservation of Cultural Resources is a planning committee in the Executive Office of the President to formulate general plans for the protection of materials of cultural, scientific, and historic importance; the Public Buildings Administration in this instance is an action agency to make working plans for the protection of all Federal property and execute them or finance their execution; The National Archives has legal responsibilities in connection with certain types of protective measures and is in a position to give technical advice and assistance in others. Perhaps I have spent too much time in describing the activities of these three agencies in connection with the protection of records, but I have felt that a clear understanding of their respective functions on the part of the records officers of the various Federal agencies is a matter of importance.

Many of you, I know, have already familiarized yourselves with much of the material that has been published on the protection of records, and others will want to do so. The basic document with which you will want to become thoroughly familiar is the code on air-raid protection for Federal buildings to be issued by the Public Buildings Administration, as this will provide you with the general regulations affecting the protection of Federal records. The best technical treatment of the problem is The Care of Records in a National Emergency, prepared by two committees of the Society of American Archivists and published as Bulletin No. 3 of The National Archives. The Committee on Conservation of Cultural Resources has had a large reprint of this bulletin made, and copies are available here tonight for any of you who are interested. A more recent and more general publication is a handbook entitled The Protection of Cultural Resources Against the Hazards of War, prepared by the Committee on Conservation of Cultural Resources. Copies will be available within the next few days and may be obtained from my office. This handbook and The Care of Records in a National Emergency cover most of the problems you will need to face, though if you want to pursue the subject further, both of them have rather extensive bibliographies. Though protective construction

will be primarily a responsibility of the Public Buildings Administration, you will probably be interested in familiarizing yourselves with the general possibilities of construction and of physical alterations of the storage space as measures for the protection of records. Here again there is a considerable literature, of which the most authoritative and useful publications are those of the Office of Civilian Defense and the War Department. Two of them, Protective Construction and Glass and Glass Substitutes, are of special pertinence in connection with the protection of records. Finally, everyone responsible for the protection of Federal records ought to be familiar with the general policy letter of January 12, 1942, from the Committee on Conservation of Cultural Resources, and with the two documents that describe the assistance available from The National Archives, the Archivist's letter of February 7, 1942, to all Federal agencies and the Manual of Information About The National Archives for Government Officials.

Even after you have talked to all the people on the Committee on Conservation of Cultural Resources and the experts in the Public Buildings Administration and The National Archives and have read all the pamphlets and letters I have mentioned, you will still have a big batch of records on your hands and an uneasy feeling that they may be bombed tonight, and you may still be wondering just what ought to be done next. So perhaps we may spend a few minutes on this point. It all boils down to four major steps:

1. Find out what important records you have.
2. Determine their relative safety where they are.
3. Decide what protective measures are essential and are best adapted to each group of important records that are in danger and form these measures into an integrated and carefully thought out protective program.
4. Carry out the program.

These sound easier than they are, for there are serious difficulties in the way of the formulation and execution of a very effective program for the protection of the records of any Federal agency.

To take the first step, finding out what important records you have, it will be necessary to survey the holdings of your agency and classify them on two bases: use and importance. Some records you will find are in daily use and have to remain available in offices or other working space; others are consulted occasionally and must remain available, but in storage if necessary; still others are no longer needed for administrative use and can be placed in dead storage. On the basis of importance, some records are of very great importance indeed; some are important but not indispensable; others have or will have when their current use is ended little or no importance. The National Archives, I am sure, will be glad to consult with you on any appraisal problems.

Some agencies seem to think that when the Committee on Conservation of Cultural Resources or The National Archives speaks of "important" records only things like the Declaration of Independence or letters signed by George Washington are meant. Let me emphasize that every agency has important records. A file of records is important if it is essential to the conduct of the business of the agency, if it guarantees the rights or property of individuals or establishes the rights or property of the Government, or if it contributes significantly to an understanding of the policies and operations of the agency. A crude but fairly workable test is to imagine that the enemy has landed on Rehoboth Beach and the Army has ordered your agency out of Washington immediately. Suppose only one or two or three trucks are available to move your records and all those left over are to be burned to keep them out of the enemy's hands. In such an imaginary case, what records would you move? Those you would select are the ones that for one or another of the reasons I have mentioned you consider most important, and those are the ones that should receive the maximum possible protection in the situation we are actually facing.

Almost all Federal agencies have made a survey of their records such as I have described in filling out the questionnaires about materials in their possession sent out by the Committee on Conservation of Cultural Resources in September 1941. If the information sent in by your agency is not immediately available to you, the completed questionnaires may be consulted in the files of the Committee.

The next question is to decide how much danger your records are in now. Nobody knows, of course, but the best information available would indicate that if they are within 100 miles of either coast or are in large industrial cities or near important military objectives within 300 miles of either coast or border, there is quite a good chance that they will be bombed. The Public Buildings Administration will from time to time in the future proclaim that a specific state of hazard--moderate, dangerous, or extreme--exists with respect to Federal property in given locations. Such a warning will, of course, officially govern the application of protective measures. The Committee on Conservation of Cultural Resources will also advise from time to time on the hazards faced by materials in the sphere of its interests.

The danger to which a file of records is exposed depends not only on the likelihood of its being bombed but also on the building and area within the building in which it is located. Surveys of all Federal buildings are being made by the Public Buildings Administration to determine the degree of protection afforded and the best shelter areas within each building. Careful use should be made of these surveys by custodians of records in working out their protective programs.

When a clear picture has been obtained of the groups of records in the custody of any agency in terms of relative importance, frequency of use, location, quantities, and degrees of hazards, it is possible to select the particular means of protection best suited for each group. What are these means or methods of protection?

1. The building in which the records are housed can be reinforced to lessen the likelihood of penetration by incendiary bombs and to minimize the effects of near misses by high-explosive bombs.

2. Fire precautions can be increased; implements for dealing with incendiary bombs can be provided; and constant day and night vigilance can be maintained to combat incendiary bombs.

3. The records can be removed to safer parts of the building.

4. They can be transferred to The National Archives.

5. They can be evacuated from Washington.

6. They can be microfilmed.

Measures of the first two types, structural protection and fire protection, will not ordinarily be the responsibility of records custodians, and records will benefit simply from the general precautions that are taken for the protection of the building itself and its occupants and contents. Hence I am not going to discuss these except to call your attention again to the extreme importance of extraordinary precautions against fire in any building housing a large quantity of records.

The other four measures—removal to safer space within the building, transfer to The National Archives, evacuation, and microfilming—will ordinarily be the responsibility of records custodians, and I do want to talk a little about them; but instead of taking them up one by one, I want to go back to the classifications of records on the basis of use and importance that we talked about earlier and attempt to suggest the measures best suited to each type of record.

Your records that are in use every day are all obviously of considerable importance for the transaction of current business if for no other purpose, but the very fact that they are being used constantly makes it difficult to give them any special protection other than the general protection given all the contents of the building. If they are indispensable records they ought to be microfilmed, provided you can get equipment and the physical form and arrangement of the records are such as to make microfilming practical. One or more copies of the film ought to be deposited in The National Archives or in a safe depository away from Washington for security. Microfilm equipment is precious now, and it should not be used for records of slight importance—there will be little enough equipment to use even on records of the very highest importance.

Records subject only to occasional use may have widely varying degrees of permanent importance. Many of them will have little value after they have become completely noncurrent. It is probably best simply to leave such records where they are, or even to move them from the safer parts of the building to the less safe in order to make room for more important records. Other records among those used occasionally may have

permanent importance as a record of the agency's activities and policies. They should be moved into the safest areas of the building remaining after shelter areas for personnel have been set aside. The surveys made for the Public Buildings Administration and technical advice from that agency will assist you in selecting the parts of the building offering the safest storage. A few occasionally used records may be of the very highest importance. If their use is relatively frequent, you may have to keep them in your present building, in the safest space available and with the best protection possible. If the nature and frequency of use of the records permit, however, they ought to be removed. One possibility is to transfer them to The National Archives, where highly bomb-resistant storage is available and where service on the records can be given by the Archives staff or, in some instances, by members of the agency's own staff. Another is to send them to a field office of the agency located in the interior of the country, where it may be practical to continue any essential use of the records, or to any other safe space outside of the District of Columbia in which arrangements can be made for service on the records.

The noncurrent records, those seldom if ever consulted in the administration of current business, constitute a vast quantity, and for them adequate protection can be more easily provided. If records of this group have outlived their administrative usefulness and have no permanent legal or research value or are duplicated elsewhere, the thing to do is to initiate disposal proceedings to get rid of them. Disposal will free space and facilities for the protection of more important records, will aid the paper salvage campaign, and in general will do much to lessen the headaches of records administration.

More important noncurrent records ought, of course, to receive special protection. If there is sufficient reasonably safe space left in their present building after provision has been made for personnel shelter areas and for the storage of important semicurrent records, they can be placed there. This will not often be the case, however, and it will be well to plan for their evacuation, now or later. The Public Buildings Administration has made a survey of available storage space in Federal buildings in safe areas not too remote from Washington that can be used for this purpose. A quantity of very usable space has been found, and evacuation of records to these Federal buildings will not be too difficult to arrange and carry out. If the records have permanent value, transfer to The National Archives may be possible and may offer a better solution than evacuation.

Noncurrent records that are of the very highest legal, research, or historic importance ought to be moved to safety now—either to The National Archives or to buildings outside Washington and remote from military objectives. On the whole, I think transfer to the Archives is the better policy for records of this description. They will be small in quantity, and it will be possible to provide storage for them in the safest areas of the National Archives Building. The professional care that they will receive and the complete protection from such normal hazards as fire, insect pests, rodents, and dampness more than overbalance the advantages of evacuation from the city. Especially is this

true when the bomb-resisting construction of the National Archives Building is considered on the one hand and the many dangers incident to packing and shipping out of the city are considered on the other. If a decided worsening of the military situation should later make evacuation essential, the removal of these records will have been facilitated by their previous transfer to The National Archives, as that agency is specially prepared to handle the problem.

At this stage of the game the records officer of any agency knows his problems thoroughly and has decided what protective measures, if any, will be taken for each group of records in his care. Now comes the job of working out from the decisions he has reached an integrated and detailed plan for the protection of the records of his agency. He must add up the quantity of records that will need to be filmed, calculate the number and types of cameras, readers, and other equipment and the quantity of film that will be needed and compute the total cost. He must calculate the amount and kinds of storage that will be needed for records he plans to remove from Washington and the number and capacity of the trucks that will be needed to move them. The size, type, and number of containers that will be needed for their shipment must be determined and their cost calculated. He must get together the data that will be needed for his requests for the transfer of records to The National Archives or for authority to dispose of them. He must arrange for all files and volumes that will be moved or given other special protection to be clearly marked and identified so that the completed plans can be executed without delay. Personnel to carry out the plans must be selected, trained, and assigned to definite tasks.

It is perhaps unnecessary to describe further the preparation of final plans, as the problems will be different for each agency; but I do want to emphasize two things:

1. It takes time, and a lot of it, and a great deal of very laborious effort to work out all the necessary details. Plans should have been completed for every agency by now. If they have not been completed for your own agency, push them hard. A satisfactory protective program cannot be improvised after bombs begin to fall.

2. Plans should include not only the records of the Washington office of each agency but of its field offices as well. Though most of the very important records of Federal agencies are to be found in Washington, many field records have great value, and they are often exposed to even greater hazards than records in Washington. It is essential that field records be provided for in all protective programs.

If your plans have been carefully prepared on the basis of a thorough study of the problem, executing them should be the easiest part of the job. If you come to the Public Buildings Administration with a specific request for funds, are able to show just how the money will be spent, and can justify the expenditure in terms of the importance of the material to be protected, I venture to say that you will get the money you have to have promptly. If you come to the Committee on Conservation of Cultural Resources or The National Archives with a specific technical problem, I

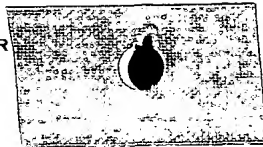
think we can get you the answer immediately. If you come to The National Archives with a specific proposal for the transfer or disposal of records as part of a protective program, it will be handled with the utmost expedition. The Public Buildings Administration, The National Archives, and the Committee on Conservation of Cultural Resources are ready and eager to help in every way possible, but until problems have been clearly defined and plans definitely worked out there is not a great deal they can do. The real responsibility for the protection of records of the Federal Government rests where it should, on the people that know those records best—the records officers of the individual agencies.

Miscellaneous Processed Document No. 42-6

JOHN EDGAR HOOVER
DIRECTOR



JJM:FML



CC-287

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 23, 1943

MEMORANDUM FOR MR. TOLSON

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

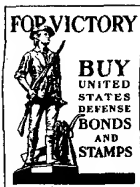
Cabell Phillips referred to this office the request of Mr. Leo L. Jerald of the National Archives who desired to obtain data regarding the type and amount of motion picture films produced by the Department of Justice since 1941.

Contact has been had with Mr. Jerald who stated that the National Archives has been requested by the President to conduct a preliminary survey to ascertain how much film is available in various Government departments to determine the feasibility of having a central depository of all motion picture films for the various Government agencies in Washington. He was advised that the FBI has not made any films during the recent months, that the only types we use are a few 16 MM silent films that have been taken in connection with active investigations in the field. He was informed that these were very few and, of course, we cannot anticipate what future films we might have to make in connection with investigations in the future. He was also informed we do not have any plans for the production of any indoctrination or educational films at this time.

No commitments were made whatsoever with Mr. Jerald.

Respectfully,

L. B. Nichols



52 OCT 5 1943

RECORDED

INDEXED

EX-47

62-37683-31

CHARLES MALCOLMSON

DIRECTOR OF PUBLIC RELATIONS

Department of Justice
Washington

September 8, 1943

John
MEMORANDUM FOR MR. LOUIS B. NICHOLS - FBI

See Ind. 44

Since the FBI produces the only movies that I know of in the Department, I would appreciate it if you would take up with Mr. Jerald the matters contained in the attached memorandum.

190
158

Cabell Phillips
Assistant Director of Public Relations

Att.



52 OCT 7 1943 524

Memo Mr. Tolson
9-23-43
DD
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INDEXED

EX-48

mt
62-37683-32

9-8-43 9:15 AM

Mr. Leo L. Jerald
National Archives
Ext. 383

would like to talk to someone regarding films produced by the Department of Justice since 1941. He would like to have the following specific information:

1. Number of reels?
2. Size film - 16 or 35 mm?
3. Kind of film used - acetate or nitrate?
4. Total number of subjects produced since November 1941?
5. Where the films are stored and number of prints of each subject made?
6. What would the Department's reaction be if centralized storage were offered sometime in the future--would they avail themselves of it?

RM

62-37683-32

JOHN EDGAR HOOVER
DIRECTOR



CBS:rj

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

December 2, 1943

MEMORANDUM FOR MR. GLAVIN

RE: REQUEST FROM THE ARCHIVES FOR THE
NUMBER OF EMPLOYEES IN THE FILES
AND IDENTIFICATION DIVISIONS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

On December 2, 1943, Mr. Davis of the Archives, extension 418, telephoned and stated that in connection with the Budget hearings for the Archives, the Senate Appropriation Committee had requested the Archivist to ascertain for them the number of people doing records work in other Government Agencies. In this regard, Mr. Davis desired to secure the number of people assigned to the Files Division and also to the Identification Division of this Bureau.

Mr. Davis requested to be called back on this matter.

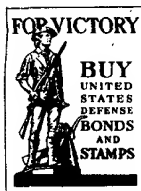
Respectfully,

C. B. Schildecker

C. B. Schildecker

No information has
been furnished to
Davis as yet

find out
what meant
Records work



28 JAN 20 1944

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F B I
JAN 14 1944
25
processing, searching, maintaining



CBS:val

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

December 4, 1943

CC-287

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. GLAVIN

RE: REQUEST FROM THE ARCHIVES FOR THE
NUMBER OF EMPLOYEES IN THE FILES
AND IDENTIFICATION DIVISIONS

In accordance with your instructions, I telephoned Mr. Davis of the Archives to ascertain what was meant by the term "records work." Mr. Davis stated that the definition which the Archives was using to define such work was: "those engaged in processing records in any phase. This includes indexing, filing, processing, searching and maintaining of records."

The hypothetical question was put to Mr. Davis as to whether or not he would feel that classifying of fingerprints in the Identification Division was records work, and he stated he did not feel it was records work. He also did not feel that typists replying to contributors of fingerprint records were performing records work. However, he did feel that fingerprint personnel who were engaged in searching the fingerprint records would be doing, what he termed, records work. He also felt that any employee employed in a Files or Records Division would be doing records work within the meaning of their definition.

Respectfully,

C. B. Schildecker
C. B. Schildecker

Ident - Approx 600
Files " 990
Total 1590

12/27/43 - I called Mr. Davis at Archives
today & advised him there were approx
1500 people doing records work
He inquired the # of employees at FBI
& advised him approx 6900



28 JAN 20 1944

RECORDED & INDEXED

62-37683-374
JAN 14 1944

OFFICE OF THE LEGAL ATTACHE

EMBASSY OF THE
UNITED STATES OF AMERICA
HABANA, CUBA

October 6, 1944

Director, FBI

Dear Sir:

On this date, DR. ROSCOE R. HILL of the National Archives, Washington, D. C., who is in Habana for the purpose of attending the inauguration of the Archivos Nacionales of Cuba, visited my office. DR. HILL has received full cooperation of the Embassy, and I was advised by the Ambassador that DR. HILL was taking advantage of the opportunity to survey the quantity and methods of keeping records of all U. S. Government agencies in Habana, in connection with the possibility of their being transferred eventually to the National Archives. The Ambassador specifically requested that I assist DR. HILL wherever possible.

DR. HILL was received courteously, and was advised that our administrative operations were identical with those of our domestic field offices with which I was certain he was already familiar. In answer to his inquiry, I told DR. HILL that the information gathered by this office obviously was transmitted to the headquarters of the FBI in Washington, and that any conversations relative to the disposition of the material in our files at a future date must of necessity be carried on with Bureau officials in Washington. Naturally, Bureau memorandum for all Legal Attachés dated January 23, 1943 relating to the security of Bureau information and Bureau reports was uppermost in my mind at the time of DR. HILL's visit. He did not, however, request access to any official data in the possession of this office.

Very truly yours,

Jack West
JACK WEST
Legal Attaché

JW:KB

RECORDED
&
INDEXED

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62-37683-35

44 OCT 13 1944

*memo for
Mr. Ladd
re: 11-44
57 OCT 24 1944 211*

Walt

Office Memorandum • UNITED STATES GOVERNMENT

RWN:ams

TO : MR. D. M. LADD

DATE: Oct. 11, 1944

FROM : C. H. Carson

SUBJECT: Roscoe R. Hill

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

BACKGROUND

Our Legal Attache at Havana, Cuba has advised us that Dr. Roscoe R. Hill of the National Archives, is presently in Havana attending the inauguration of the National Archives Section of the Cuban Government.

DETAILS

During the time that he is in Cuba, he is also making a survey of the quantity and methods of keeping records of all the United States Government agencies represented in Havana. The purpose of this survey, according to our Legal Attache, is to ascertain the possibility of these files being transferred eventually to the National Archives here in Washington.

During the course of his survey, Dr. Hill called at the Office of the Legal Attache and made certain inquiries with regard to the files being maintained in that office. Our Legal Attache advised Dr. Hill that the same administrative operations were used in that office as in the domestic field offices of the Bureau, and that the transferring of the files of the Office of the Legal Attache in Havana to Washington was a matter for discussion with Bureau officials upon his return to Washington.

During the time that Dr. Hill interviewed the Legal Attache he made no request for access to any official data in the possession of our office there.

ACTION

No action is necessary at this time. This data is being supplied solely for information purposes.

578
53 OCT 25 1944

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EX - 33

62-37683-35
14 JUL 13 1944

Department of Justice
Washington

September 22, 1944


MEMORANDUM FOR THE DIRECTOR OF THE
FEDERAL BUREAU OF INVESTIGATION

Re: Proposed establishment of temporary
records-retirement centers.

Attached is a copy of a letter from the Archivist of the United States to the Attorney General, dated September 7, 1944, relative to a plan being considered by the Archivist for the establishment of temporary records-retirement centers at strategic centers throughout the United States.

The Archivist requests (1) the views of the Attorney General with respect to the suggested plan, (2) information as to whether the Department would be likely to make use of the retirement centers if made available, (3) information as to the locations for such centers that would be most useful in meeting the needs of the Department, and (4) estimates of the quantities of the noncurrent field records of the Department that might be temporarily concentrated at each retirement center.

In order that I may prepare a reply to the Archivist's letter for the consideration of the Attorney General, I shall greatly appreciate your furnishing me your views concerning the suggested plan, and the information and estimates requested by the Archivist so far as the plan affects the Federal Bureau of Investigation.


HUGH B. COX
Assistant Solicitor General

RECORDED

62-32683-37

14 JUL 10 1944

*1-40010
10/12/44
Memog
10/12/44
Hugh B. Cox.
RRC:cf:myjw*



✓

[Handwritten signature]

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

COPY

THE NATIONAL ARCHIVES

Washington, D. C.

Office of the Archivist

September 7, 1944

The Honorable,
Francis Biddle,
Attorney General of the United States,
Washington, D. C.

My dear Mr. Biddle:

The prospective discontinuance or curtailment of many activities in which the Government is now engaged will have the effect of greatly increasing the quantity of noncurrent records in the custody of agencies of the Government both in Washington and in the field. By noncurrent records I mean records that are or no longer will be needed in connection with the ordinary current activities of the agencies that have them in custody. Some of them will be worthy of permanent preservation for one reason or another and might appropriately be transferred to the National Archives, others will need to be preserved for a period of time for possible legal or administrative reference, and some of both of these classes may perhaps be most economically and suitably preserved in the form of microfilms; but a vast quantity of the noncurrent records will have no further value and should be disposed of as promptly as possible.

It is evident that the task of appraising these noncurrent records, segregating them into the classes indicated above, and microfilming those that are suitable for such treatment will be a very big one and will require very considerable effort on the part of the agencies that have them in custody and of the National Archives; also that facilities will be needed for carrying out the necessary operations. It is probable that present or prospective facilities in Washington will make possible the effective retirement of noncurrent departmental records, but it is unlikely that they will be adequate for handling the great masses of noncurrent field records. Moreover, it would be highly uneconomical to ship to Washington vast quantities of records that do not need to be preserved either permanently or for a long period of time.

For these reasons I am considering endeavoring to bring about the establishment of temporary records retirement centers at strategic points throughout the United States. If these centers are set up under my administrative direction, I should expect to be able to offer on-the-spot technical consultation and custodial assistance by trained members of the staff of the National Archives to help employees of the agencies using the centers in the preparation and application of disposal lists and schedules, the arrangement and identification of records worthy of permanent preservation, and other activities relating to the retirement of records. Such services would be advisory in nature and the responsibility for original determinations with reference to bodies of records in the custody of an agency would remain with that agency. Use of the center by an agency would not require the transfer of the records involved to my custody.

62-37683-37

ENCLOSURE

I should be very much interested to know whether the procedure outlined above appeals to you as a suitable one for dealing with this problem of noncurrent field records, and, if so, whether your agency would be likely to make use of such records retirement centers if they should be available. It is proposed that the number and location of the centers be determined by the total needs of all Federal agencies. Any information that you can give me as to the locations for such centers that would be most useful in meeting the needs of your agency for the storage and processing of noncurrent field records and also estimates of the quantities of such records of your agency that might be temporarily concentrated at each such center would be deeply appreciated.

Sincerely yours,

/s/ Solon J. Buck

Solon J. Buck
Archivist of the United States

RFC:cfc:m
10/12/44

MR. HUGH B. COX

Assistant Solicitor General

RECORDED
& INDEXED
62-37683-37
JOHN EDGAR HOOVER, Director, Federal Bureau of Investigation
& PROPOSED ESTABLISHMENT OF TEMPORARY RECORDS-RETIREMENT CENTERS

47
Your memorandum of September 22, 1944, together with its enclosed letter from the Honorable Solon J. Buck, Archivist of the United States, addressed to the Attorney General under date of September 7, 1944, has been considered.

It is not felt that the records-retirement centers, as described and suggested in Mr. Buck's letter, can be utilized by this Bureau for the maintenance of its records. It has been the experience of this Bureau in the past that the information in its files does not become obsolete, nor has it to date reached a stage where it is not preponderantly of considerable use from day to day. As you may know, records maintained by this Bureau since prior to the first World War have been of great value in the current conflict.

You will, of course, understand, too, that the vast majority of our files contain voluminous material of a highly confidential nature, much of it vital to the security of this nation at this time, and much of which will remain vital even in peacetime.

It is, accordingly, felt that our records would not be susceptible of maintenance outside the immediate custody of this Bureau, either at the Seat of Government or in the field. To summarize the above discussion, because of the confidential quality of the information in our files and because of our experience over many years which definitely indicates that we have not yet arrived at, or even approached, a period when our records are becoming obsolete, it is the feeling of this Bureau that such retirement centers cannot be of practical use for the storage and maintenance of its files.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAILED
OCT 13 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

56007-31194421

Office Memorandum • UNITED STATES GOVERNMENT

RFC:CFC

TO : MR. NICHOLS *BN*

DATE: October 6, 1944

FROM : R. F. CARTWRIGHT *rfc*SUBJECT: PROPOSED ESTABLISHMENT OF TEMPORARY RECORDS--RETIREMENT CENTERS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

Reference is made to the attached memorandum from Assistant Solicitor General Hugh B. Cox to the Bureau dated September 22, 1944. The memorandum from Mr. Cox requests the Bureau's views concerning such retirement centers and estimates as to the amount of space in such centers that would be utilized by this Bureau for the storage of records.

From a review of the letter attached to Mr. Cox's memorandum from Mr. Solon J. Buck, Archivist, to the Attorney General, it would appear that there are three questions to be answered.

- (1) Would such centers appeal to the Bureau, and would the Bureau be likely to make use of them.
- (2) Recommendations as to the locales of such centers
- (3) Estimates of quantities of material which would be designated by the Bureau for storage in such centers.

As you know, considerable consideration is being given to the possibility of microfilming work with the idea in mind of placing the original material in dead storage if it is obsolete and infrequently used or, in the second place, of destroying the original material.

From my knowledge of the Bureau's policies in the past, it would appear that we would have no particular use for the records-retirement centers discussed in Mr. Cox's memorandum to the Bureau. I believe that the Bureau's ideas would be in favor of either maintaining the records under its own jurisdiction or, in the event it were possible and logical, of destroying them. *B*

Accordingly, with reference to the above questions it would seem that the answers would be, as to (1) that we would not make use of such centers and, accordingly, would not be in a position to make recommendations or estimates concerning questions (2) and (3).

RECORDED
&
INDEXED

62-37683-37

47 14 OCT 18 1944

*Memo Hugh B. Cox
10/12/44 RFC: CFC*

6-11

Office Memorandum • UNITED STATES GOVERNMENT

LBN:HBM

TO : MR. TOLSON

DATE: 2/19/45

FROM : L. B. NICHOLS

SUBJECT:

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

There is a growing trend in the development of the Records Disposal Program in the Federal Government which is being agitated by the Bureau of the Budget and the Archives.

While I hate to waste time I feel as a matter of self-preservation we should keep in very close touch with the developments, and to this end I recommend Mr. Cartwright attend the Interagency Records Conference on Friday, February 23, at 9 a.m. It will probably be a waste of time, but, as I have indicated, I do think we should follow this deal very closely.

OK.
78 MAR 6 1945
47

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EX-8

62-32683-38
MAR 2 1945

RECORDED COPY FILED IN 62-32683-38

Office Memorandum • UNITED STATES GOVERNMENT

RTG:LMC

TO : MR. NICHOLS *me*

FROM : R. F. CARTWRIGHT *rf*

SUBJECT: DESTRUCTION OF OBSOLETE RECORDS

DATE: February 26, 1945

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Mohr _____
 Mr. Carson _____
 Mr. Hendon _____
 Mr. Lester _____
 Mr. Jones _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Beahm _____
 Miss Gandy _____

Reference is made to your memorandum to Mr. Tolson dated February 19, 1945 regarding the Interagency Records Conference at the National Archives on February 23, 1945.

At your instructions I attended this conference and I want to inform you that your forecast that it would "probably be a waste of time" was entirely borne out.

The conference lasted from 9:00 A.M. to 11:00 A.M. There were approximately 200 representatives of various Government agencies present and while I did not have an opportunity to meet many of them, I did note that the I.N.S. sent a representative from Philadelphia for this conference. Mr. ~~Girolamo~~ of the Department attended also. The conference was given over for the entire two hours to the panel discussion "Evaluation of Records". Those making up the panel were Mr. Robert Ballentine, of the Adjutant General's Office; Miss Elizabeth Brewry, of the National Archives and Mr. Cyril Paquin, of the Foreign Economic Administration. Dr. Philip C. Brooks of National Archives acted as chairman. The net results were three very wordy and generally meaningless papers read by the panel members with incidental comments by Dr. Brooks. The vast majority of the audience slept through the proceedings.

The only information of particular value to the Bureau was the incidental intelligence dropped by Mr. Paquin of the Foreign Economic Administration who stated in the course of his comments that his agency had 49 missions in foreign countries, ranging in size from a very small one in Iceland, to a very large one in Brazil. He stated that the Brazil mission had numbered at one time, 2400 employees of the Foreign Economic Administration. Dr. Paquin, in general terms went into the screening process carried on by the Foreign Economic Administration, explaining that most of the intelligence information was forwarded to other Government agencies which would have pertinent interest in the particular data.

Throughout his talk Paquin manifested the fact that the Foreign Economic Administration was working on a very intimate basis with the National Archives Council in the Records Destruction Program.

The National Council is entering this program with a great deal of enthusiasm. There is another conference scheduled in a few weeks and their officials seem to be anxious to extend every cooperation to the Government agencies and their representatives with the exception of injecting interesting material in the conference. I shall advise you of further developments at future meetings.

RECORDED
&
INDEXED

62-37683-39

79 MAR 8 1945

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

Date: Friday, February 23, 1945 Time 9:00 a.m.

Place: The National Archives Auditorium
8th and Pennsylvania Ave., N.W.

Program: Evaluation of Records -- a panel discussion.

Participants:

Mr. Robert Ballentine, Records Division
The Adjutant General's Office

Miss Elizabeth Drewry, The National Archives

Mr. Cyril Paquin, Records Division
Foreign Economic Administration

Presiding: Dr. Philip C. Brooks, The National Archives

78 MAR 3 1945

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5/14/59 712

ENCLOSURE

62-37683-39

Office Memorandum • UNITED STATES GOVERNMENT

CJM:rl:ear

TO : MR. ROSEN *RS*

DATE: February 23, 1945

FROM : C. J. Martin *CM*

SUBJECT: MISSING PERSON INQUIRIES DIRECTED TO NATIONAL ARCHIVES

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

On February 5, 1945, Mr. Kemp of the National Archives called at this office stating that as a result of an article appearing in Coronet magazine, February issue, which article was incorrect in certain respects, the National Archives has received numerous communications from individuals requesting information as to the location of missing relatives.

Mr. Kemp pointed out that the National Archives is not able to furnish the information desired and inquired as to what suggestion might be given the persons who had written for assistance. He brought with him approximately twelve letters, an examination of which disclosed that most of them were inquiries for the whereabouts of persons who had been missing for long periods of time and in which type of case we would not post Missing Person Notices.

In response to Mr. Kemp's request, it was pointed out to him in those cases where Archives could not be of assistance that he advise these persons that the Police Department in the city where the person was last known to have resided, Alien Registration and Immigration and Naturalization records, if the subject of the correspondence was an alien, might be of assistance in locating the persons sought. Mr. Kemp seemed grateful for the suggestions and was told that we would be glad to be of assistance in suggesting possible places of inquiry that might be productive of results.

RECORDED
&
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EX-19

62-37683-40

30 FEB 28 1945

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62-37683-41

NOT USED

MR. JOHN Q. CANNON
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL
JOHN EDGAR HOOVER, DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
SURPLUS PAPER SHREDDER

May 23, 1945

This Bureau has in its possession one surplus paper shredding machine which the National Archives is desirous of obtaining. This machine is located at 1435 K Street, N. W., Washington, D. C. *ml*

It is requested that arrangements be made to transfer the above-mentioned machine to the National Archives.

cmg
COMMUNICATIONS SECTION

MAILED 2

★ MAY 24 1945 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 MAY 29 1945 163

162-37683 ✓

NOT RECORDED

85 MAY 25 1945

W

Office Memorandum • UNITED STATES GOVERNMENT
WWB:MLK

TO : MR. TRACY

DATE: June 23, 1945

FROM : W. W. Bromwell

SUBJECT: NOTIFICATION OF TRANSFER OF
RECORDS OF GENERAL PRISONERS

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

Attached is a letter from the U. S. Disciplinary Barracks, Fort Leavenworth, Kansas, advising of the transfer of certain records concerning general prisoners from that institution to the National Archives here in Washington, D. C.

Attached also is subject matter for a Bureau Bulletin to the Field advising them of this transfer and setting forth the proper method of obtaining the information.

Attachments

RECORDED

INDEXED

3

62-37683-42

JUL 14 1945

EX-59

50 JUL 30 1945

ADDRESS REPLY TO: THE COMMANDANT, U.S. DISCIPLINARY BARRACKS, FORT LEAVENWORTH, KANSAS

UNITED STATES DISCIPLINARY BARRACKS

OFFICE OF THE COMMANDANT

LAW-1

In Reply
Refer to: 313.6 Disposition of R e cords.

Fort Leavenworth Kansas

24 May 1945.

SUBJECT: Notification of Transfer of R e cords of General Prisoners.

TO : Director, F ederal Bureau of Investigation, W ashington 25, D.C.

1. For your information, the following records of General Prisoners have been this date transferred from this institution to the National Archives, Washington 25, D.C.

201 Files of General P risoners confined at the U.S. Disciplinary B arracks, Fort Jay, New York during period 3 January 1930 to 6 November 1940 (Register Nos. 16094 thru 19262 incl).

2. As a result of this transfer only the following records remain on file at this institution.

201 Files of General Prisoners confined at the U.S. Disciplinary Barracks, Fort Leavenworth, Kansas from 8 November 1940 to date.

3. It is requested that future reports and inquiries concerning general prisoners prior to 8 November 1940, be forwarded directly to the Archivist, National Archives, Washington 25, D.C.

FOR THE COMMANDANT:

Lawrence A. Ward
LAWRENCE A. WARD,
1st Lt., AGD,
Adjutant.

cc: FBI, Kansas City Mo
cc: US PEN, Leav Kans

RECORDED

62-37683-42

EX-59

JUL 4 1945

*Bureau Bulletin
& memo 6-23-45
W W B: MLK*

*ONE
OT/WWB*



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.



IN REPLY, PLEASE REFER TO

FILE NUMBER _____

~~STRICTLY CONFIDENTIAL~~

July 25, 1945

BUREAU BULLETIN NO. 46
Series 1945

mf
(A) **MILITARY RECORDS:** -- The Bureau has been advised that the following records of general prisoners have been transferred from the United States Disciplinary Barracks, Fort Leavenworth, Kansas to the National Archives, Washington, D. C.:

201 Files of General Prisoners confined at the United States Disciplinary Barracks, Fort Jay, New York during period from January 3, 1930 to November 6, 1940. Register #16094 through #19262 inclusive.

As a result of this transfer only the following records remain on file at the above institution:

201 Files of General Prisoners confined at the United States Disciplinary Barracks, Fort Leavenworth, Kansas from November 8, 1940 to date.

Requests for information contained in the files recently transferred to Washington should be set forth by letter to the Bureau, attention of the Identification Division.

Information contained in those files remaining at the United States Disciplinary Barracks, Fort Leavenworth, Kansas may still be obtained by setting out a lead for the Kansas City Field Division.

For your information, data contained in 201 Files is the correspondence between the various posts of assignment of the soldiers and Headquarters, Washington, D. C.

Very truly yours, *C*

John Edgar Hoover

Director

DECLASSIFIED BY *SP-8 BJS/mm*
ON *3/1/83*

162-37683-
NOT RECORDED
JUL 26 1945

ORIGINAL COPY FILED IN *66-2-2-688*

57 AUG 299
6 1945

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: 12/3/45

FROM : Mr. E. G. Fitch

JED:MCC

SUBJECT: PERSONNEL RECORDS IN THE NATIONAL ARCHIVES

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

Mr. W. Neil Franklin, head of the General Reference Division of the National Archives, presented the attached bulletin entitled "Personnel Records in the National Archives," Identification Number RIC 22 (rev.) to Special Agent Doherty of this Bureau.

It is believed that this information may be of interest to the Chief Clerk's Office.

RECOMMENDATION:

It is recommended this memorandum with the attachment be forwarded to the Chief Clerk's Office.

Attachment

RECORDED

62-37683-42X

62-37683-113

F B I

37 APR 5 1946

58 APR 18 1946

*Declassified 7-1-45
EEN*
~~RESTRICTED~~

RIC 22 (rev.)

The National Archives

March 1945

PERSONNEL RECORDS IN THE NATIONAL ARCHIVES¹

Inactive personnel records of many agencies of the Federal Government have been transferred to the National Archives. These personnel files include records of a number of agencies no longer in existence as well as of most of the executive departments and of several independent agencies now functioning. Records of persons at present or recently employed by existing agencies are in the custody of those agencies, and application for information concerning such employees should be made to the agency concerned. The National Archives has processed a "List of Federal Agencies Terminated Since 1933 and Agencies Now Having Custody of Their Personnel Records" and is thus in a position to furnish such information.

The records described below are listed alphabetically by agencies. It has not been possible to mention all bureaus or other subdivisions of executive departments and independent agencies or to indicate the many changes in names or shifts from one superior agency to another. In general, entries are provided for subdivisions only to indicate the existence of files separate from those of the superior agency or to provide limited cross-reference. The records for a number of agencies that succeeded one another are frequently described under the name of the latest in the line of succession.

In the maintenance and preservation of personnel records there have been many anomalous situations that cannot be described in general statements such as are given below. It is not always possible to say precisely what the dates mean or how completely the records account for the services of all employees. In general, a date may mean one of two things: that the records presumably cover all services of all employees during the given years, or that they cover only the services of employees who were separated from the service prior to a given year. In the latter case the records are usually those of an existing agency, and the entry specifies the basis for the selection of the records in the National Archives.

Most personnel records fall into a few general types. "Personnel folders" are made up of papers containing information as to date of appointment, title of position, salary, promotions, change in status, and date of termination of service. These folders are usually filed alphabetically. "Service record cards," summarizing each employee's service history, "pay-roll cards," recording the amounts actually paid each employee, and "pay rolls," listing the

¹The report that comprises this Reference Information Circular was prepared (1943) by Elizabeth Bethel and was revised (1945) by Guy A. Lee from data supplied by records divisions. Requests for more detailed descriptions of the records or for information from them should be made to the Chief of the General Reference Division, the National Archives. Some of the records described are confidential in character and special authorization to use them may be necessary.

62-37683-42X

names of employees, the classes of positions, and the amounts paid, are among the other most usual types. Besides these general types there are many other records from which it is possible occasionally to obtain some information about employees. Some that seem to be significant are mentioned below or their existence is indicated by the phrase "personnel information."

In addition to service histories, the records often contain information of a personal nature concerning Government employees. Records of recent date, in particular, generally include an application form giving the names of the applicant's parents and data regarding his education and former employment. Letters of recommendation, also, frequently contain information about the applicant's family.

Adjutant General's Office.—Military service records of enlisted men and volunteers to 1912 and of officers to 1917. These records relate only to persons no longer in the service. They may be consulted only with the approval of The Adjutant General's Office.

Advisory Committee on Education.—Personnel folders, 1936-39. Because the Committee until June 30, 1937, was financed from National Youth Administration funds, and from then until June 30, 1939, from Works Progress Administration allotments, the pay-roll records are in the custody of the Federal Works Agency, to which the Administrations were transferred in 1939.

Aeronautics Bureau (Navy Department).—Personnel folders, 1921-39, of civilian employees and of naval officers and enlisted men assigned to the Bureau.

Agricultural Economics Bureau.—See Agriculture Department.

Agricultural Engineering Bureau.—See Agriculture Department.

Agricultural Marketing Service.—See Agriculture Department.

Agriculture Department.—Personnel folders of employees separated from the service, 1862-1920, and of those separated from the service because of death, 1921-39. These are for the personnel of all offices and bureaus for the years indicated, including the Offices of the Commissioner of Agriculture and the Secretary, the Bureaus of Agricultural Economics, Agricultural Engineering, Animal Industry, Biological Survey, Chemistry and Soils, Dairy Industry, Entomology and Plant Quarantine, Plant Industry, and Public Roads, the Food and Drug Administration, the Forest Service, the Commodity Exchange Administration, the Soil Conservation Service, the Weather Bureau, the Farm Security Administration, the Agricultural Marketing Service, and the Offices of Farm Equipment Control and Fertilizer Control. The only pay rolls present are for employees of the Office of the Secretary, 1911-23.

Alaska Railroad.—Personnel information for employees separated from the service, 1914-38.

Alien Property Bureau.—See Alien Property Custodian.

Alien Property Custodian and Alien Property Bureau.—Personnel folders of persons separated from the service, 1917-41, and pay-roll cards, 1917-41.

American National Committee of the Third World Power Conference and the Second Congress on Large Dams.—All personnel records, 1934-36, that are known to exist. These are fragmentary, however, and only in rare instances can a complete service record be furnished. For some employees there are personnel folders; for others the only available information is contained in scattered items among the correspondence. There are pay rolls covering a few months in 1936.

American Relief Administration.—The personnel records, 1918-20, are fragmentary and scattered, and it is usually necessary to consult the records of the New York, London, Paris, and European Mission offices of the Grain Corporation, as well as records of the American Relief Administration offices, for information about the service of employees. The Bulletins of the Administration contain personnel lists. There are some scattered pay rolls among the records and for the Paris office there is a fairly complete file of notices of appointment and release. The records of the London office of the Grain Corporation contain information regarding the settlement of American Relief Administration personnel accounts and invoices for payments to the Paris personnel of the Administration. Searches are sometimes complicated by the fact that the employees of the American Relief Administration and of the Grain Corporation as its fiscal agent were shifted back and forth between the Administration and the Corporation; they are greatly facilitated when the mission with which the employee served is indicated.

Animal Industry Bureau.—See Agriculture Department.

Attorney General's Survey of Release Procedures.—Personnel records, 1935-38, consisting of appointment and termination notices, correspondence and memoranda, and lists of employees. There is also a fragmentary set of cards containing information on individual earnings. Other personnel records of the Survey are in the custody of the Justice Department.

Automobile Labor Board.—See National Recovery Administration.

Biological Survey Bureau.—See Agriculture Department.

Bituminous Coal Commission.—Personnel folders and pay-roll vouchers, 1919-20.

Bituminous Coal Labor Board.—Personnel information, 1935-36.

Board of Investigation and Research—Transportation.—Personnel records, 1941-44, including personnel folders and pay rolls.

Capital Issues Committee.—Pay rolls, 1918-19.

Census Bureau.—See Commerce Department.

Census Office.—See Interior Department.

Chemistry and Soils Bureau.—See Agriculture Department.

Coal Commission, United States.—Personnel folders and pay rolls, 1922-23.

Coast and Geodetic Survey.—See Commerce Department.

Coast Guard.—Personnel folders of separated and discharged Coast Guard enlisted men, including those of the former Revenue-Cutter and Life-Saving Services, that were separated from the service in the period 1915-33. Personnel folders of retired and discharged Coast Guard officers, including those of the former Revenue-Cutter and Life-Saving Services, that were separated from the service in the period 1915-29. There are also an alphabetical file of pay cards, 1919-41, for enlisted men and officers of the Coast Guard and a file of muster rolls of Coast Guard vessels and stations, 1915-41.

Personnel folders, 1915-39, of civilian employees of the Coast Guard and Lighthouse Service, arranged in a single alphabetical file. There is also a file of pay cards, about 1925-37, of Coast Guard civilian employees. See also Lighthouse Service and Treasury Department.

Older personnel records of the former Revenue-Cutter Service include pay rolls, about 1833-1914, muster rolls, 1833-1914, and records of Revenue-Cutter officers, 1792-1914. These records are incomplete.

Commerce Department.—Personnel folders, 1903-43, of former employees of the Department and of its present or former bureaus and offices, some of which existed prior to 1903.

Commissary General of Subsistence (War Department).—Monthly reports on civilians hired by the Subsistence Department, 1898-1907, and on commissary employees on Army transports, 1898-1913, which show names of employees, periods of employment, salaries paid, and positions. These reports, which were sent in by the various employing officers, are arranged by years, all the reports sent in by each officer being filed together for each year.

Personnel records, 1894-1912, of appointed civilian employees are contained in the main "document file" of the Subsistence Department. The papers relating to each individual are filed together under one number, and there is an index to the file. These records usually show the actual amount paid an employee.

Committee for Congested Production Areas.—Personnel information, 1943-45.

Commodity Exchange Administration.—See Agriculture Department.

Construction and Repair Bureau.—Personnel folders, 1911-40, of officers, naval constructors, members of the Naval Reserve Force, and warrant officers of the Naval Construction Corps.

Pay-roll and time records of mechanics and laborers employed at naval shore establishments, 1855-87.

Coordinator for Industrial Cooperation.—Personnel folders and pay-roll vouchers, 1936-37.

Corporations Bureau.—See Commerce Department.

Courts.—See Justice Department.

Cuba, Military Government of.—Personnel information, 1898-1902.

Dairy Industry Bureau.—See Agriculture Department.

District of Columbia Government.—Personnel information for persons who held the offices of Register of Wills, Register of Deeds, and Inspector of Gas and Meters, 1849-1938.

Dominican Customs Receivership.—Personnel information, 1905-39.

Education Office.—Personnel folders of employees separated from the service, 1869-1936, and pay rolls, 1883-1906.

Engineers, Office of the Chief of.—The main "document file" contains the personnel records of civilian employees of the Corps of Engineers, 1894-1923. All documents in this file are numbered, and there is an index that gives the numbers of the documents relating to each subject or name. In some instances the papers relating to an individual are consolidated under a single number, but this is not generally the case.

Entomology and Plant Quarantine Bureau.—See Agriculture Department.

Executive Office of the President.—There are the following series of records of persons appointed by the President:

Day books of nominations to the Senate, March 5, 1881-March 3, 1913. Contain names of persons nominated, State from which nominated, and office to which nominated. Arranged chronologically.

Registers of recess appointments, March 4, 1857-November 30, 1912. Contain names of persons appointed, State from which appointed, date of appointment, office to which appointed, and date of commission. Some are arranged alphabetically by name; others are grouped under departments.

Registers of nominations (diplomatic, military, etc.), March 4, 1857-March 3, 1913. Contain names of persons nominated, State or rank and branch of service from which nominated, office for which nominated, locality of office, date of nomination, and date of confirmation or date of commission. Arranged alphabetically by name.

Registers of nominations (States), March 4, 1857-March 3, 1913. Contain names of persons nominated, State from which nominated, office for which nominated, location of office, date of nomination, date of action by the Senate, and date of commission. Arranged alphabetically by States.

Registers of miscellaneous appointments, 1905-13. Contain names of persons appointed, State from which appointed, office to which appointed, and date of commission. Dates of resignation are sometimes indicated. Arranged by departments.

Some of the information given in these records is also contained in records of the departments.

Farm Credit Administration.—See National Emergency Council.

Farm Equipment Control Office.—See Agriculture Department.

Farm Security Administration.—See Agriculture Department.

Federal Civil Works Administration.—Records containing incidental information, 1933-34. The main personnel records are in the custody of the Federal Works Agency.

Federal Coordinator of Transportation.—See National Emergency Council.

Federal Emergency Relief Administration.—Records containing incidental information, 1933-35. The main personnel records are in the custody of the Federal Works Agency. See also Senate Special Committee on Investigation of the Munitions Industry and National Emergency Council.

Federal Employment Stabilization Board.—See National Resources Planning Board.

Federal Employment Stabilization Office.—See National Resources Planning Board.

Federal Fuel Distributor.—Personnel folders and pay rolls, 1922-23, for Washington office employees. The records relating to the service of the field employees, who were selected by the Navy Department and were often naval officers, are incomplete.

Federal Housing Administration.—See National Emergency Council.

Fertilizer Control Office.—See Agriculture Department.

Fine Arts Commission.—Personnel information for Commission members, who serve without pay, 1910-40.

Fisheries Bureau and United States Commission of Fish and Fisheries.—Personnel information, 1871-1938. See also Commerce Department.

Food Administration.—The personnel records are included among the records of the various offices and divisions of the Administration. For the subdivisions of the Washington office there are personnel folders, personnel cards, and pay rolls, 1917-20. For the State offices there are personnel folders, alphabetically arranged under the States, and pay-roll vouchers, 1917-19. For the New York office of the Milling Division there are the following series of personnel records, 1917-18, for employees whose names begin with the letters A to J: applications, certificates of appointment giving position and salary, and certificates of resignation. Such records for employees whose names begin with letters from K to Z are among the records of the Grain Corporation. There are pay rolls for all employees. For the district offices of the Milling Division there are usually time reports and pay rolls, 1917-18. Some district office records are missing, but it may be possible to obtain the service records of employees by examining correspondence and other records. For the Cereal Enforcement Division there are notices of appointment and of some resignations, and a few pay-roll lists, 1918-20. For information about

promotions, changes in status, and the like, it is necessary to consult the correspondence files.

Food and Drug Administration.—See Agriculture Department.

Foreign and Domestic Commerce Bureau.—See Commerce Department.

Forest Service.—See Agriculture Department.

Freedmen's Hospital.—Personnel folders of persons separated from the service, 1871-1938.

Fuel Administration.—Personnel folders and pay rolls for employees of the Washington office, 1917-19. In addition to these employees, there were State Fuel Administrators, county and city administrators, and members of local committees. Some such employees were paid by the Washington office, but most of them served on a voluntary basis. Their service records are incomplete, consisting only of the papers that the State offices sent to Washington. In most cases, however, the dates of appointment and release can be obtained.

General Land Office.—Pay rolls, 1857-1909. See also Interior Department.

Geological Survey.—See Interior Department.

Government Hospital for the Insane.—See St. Elizabeths Hospital.

Grain Corporation.—The personnel records of the headquarters office, New York, 1917-27, consist of applications for appointment, certificates of appointment, notices of promotion, certificates of resignation, service-record cards, and pay rolls. Those of the zone offices, 1917-20 (the dates vary according to the creation and termination of the zones), consist of incomplete time sheets, pay rolls, and canceled pay-roll checks.

Grazing Service.—See Interior Department.

Home Owners' Loan Corporation.—See National Emergency Council.

Housing Corporation.—The following types of personnel records, 1918-33, are scattered through the files of the Corporation: pay rolls and service-record cards (including those maintained for the Government Hotels project), vouchers, canceled checks, appointment notices, oaths of office, records of promotions, letters of resignation, notices of termination of services, and correspondence concerning employees. Records for the few remaining employees are in the custody of the liquidating agent, the Federal Home Loan Bank Administration.

Hydrographic Office.—Correspondence regarding civilian personnel and case files of civilian personnel, 1842-1924. Indexed.

Immigration and Naturalization Service.—Personnel folders, 1903-18, arranged numerically. The index to these records, which gives the name of

each employee and the number under which his record is filed, has been retained by the Commissioner of Immigration and Naturalization.

Indian Affairs Office.—Pay rolls, 1853-1906, and pay rolls for field employees, 1926-35. See also Interior Department.

Industrial Economics Division.—See National Recovery Administration.

Insular Affairs Bureau.—Personnel information, 1898-1939.

Interior Department.—Personnel folders or information for employees of the Interior Department who were separated from the service, 1849-1938. Agencies at present or formerly under the Department for which such information is available include: Alaska Railroad, Census Office, Education Office, General Land Office, Geological Survey, Grazing Service, Indian Affairs Office, Mines Bureau, National Park Service, Patent Office, Pensions Bureau, Reclamation Bureau, Secretary's Office, and Territories and Island Possessions Division. There are personnel records for many other smaller units and agencies that at one time or another have operated under the Department and for Territorial and insular officials.

Interstate Commerce Commission.—Personnel folders of persons separated from the service, 1887-93.

Judge Advocate General's Office (Navy Department).—The records of the proceedings of the Naval Examining Boards, 1861-1941, which passed upon all promotions of officers in the Navy and Marine Corps, include service records. The papers relating to each individual are filed together and are arranged alphabetically by names.

Justice Department and United States Courts.—Personnel records of Washington and field employees no longer in the service of the Department and of Federal judges and court employees no longer in service, 1853-1933, with a few records as late as 1939. These consist of the following types of records, which are scattered rather than filed together for each individual: applications, endorsements, copies of appointments, oaths of office, bonds, pay rolls and records of pay-roll changes, resignations and other termination records, correspondence, and accounting records. Service-record cards and correspondence relating to personnel of the United States courts after 1912 are in the Administrative Office of the United States Courts.

Labor Bureau.—Personnel folders, 1884-88, and pay rolls, 1885-88.

Law Observance and Enforcement, National Commission on (Wickersham Commission).—Service-record cards and pay rolls, 1929-31.

Lighthouse Service.—Personnel records, 1821-1939, with some gaps, of the former Lighthouse Service and predecessor agencies. These records include personnel folders, service-record cards, and applications of employees separated from the service prior to July 1, 1939. The bulk of the records are dated 1900-1939. Many of these records are duplicated in the civilian personnel records of the Coast Guard.

Marine Corps.—Personnel folders of enlisted men, 1798-1895, and World War State record cards, 1917-19, showing service of persons who enlisted in the Marine Corps during the first World War. Arranged by State of residence and thereunder alphabetically.

Marine Inspection and Navigation Bureau.—Personnel information for persons separated from the service prior to 1942.

Maritime Labor Board.—Personnel folders and pay-roll vouchers, 1938-42.

Mediation and Conciliation Board.—Applications and appointment notices, 1913-20. These records are incomplete. Others are in the Labor Department.

Mines Bureau.—Personnel folders of employees separated from the service, 1910-38. See also Commerce Department.

National Defense Council.—Personnel folders, pay-roll vouchers, and pay-roll record cards, 1916-21.

National Emergency Council.—After the Comptroller General ruled on January 5, 1934, that Federal employees paid from emergency funds were exempt from the Classification Act of 1923, a special committee of the Executive Council of the Administration of Public Works assembled information for the purpose of evaluating the positions of employees of emergency agencies. As a result there are, among the National Emergency Council records, personal history cards, questionnaires, and job-analysis sheets that contain information on names of employees, salaries, dates of appointment, changes of status, and position classification, 1933-34. Among the agencies or parts of agencies covered by this study were the following: Farm Credit Administration, Federal Coordinator of Transportation, Federal Emergency Administration of Public Works, Federal Emergency Relief Administration, Federal Housing Administration, Home Owners' Loan Corporation, National Recovery Administration, and Norris and Wilson Dams of the Tennessee Valley Authority.

National Home for Disabled Volunteer Soldiers.—See Veterans' Administration.

National Museum.—Personnel folders and pay rolls, 1883-88.

National Park Service.—Personnel folders of employees separated from the service, 1872-1938. Included are personnel records of persons employed in national parks and reservations and at national monuments prior to the creation of the National Park Service in 1916.

National Reemployment Service.—Headquarters and field personnel records, 1933-39, including individual employee folders (containing applications, oaths of office, affidavits, appointment and status forms, and correspondence) and annual pay-status cards.

National Recovery Administration.—Personnel folders, pay-roll vouchers, and salary cards, 1933-36, including records pertaining to employees of the Automobile Labor Board. There are also pay-roll vouchers, 1936-37, for the

Division of Industrial Economics, Commerce Department, which was the successor agency for post-operational studies. Records of employees of Code Authorities, which were private organizations formed by trade associations and other interested organizations for the purpose of enforcing codes of fair competition, are not included, as these employees were paid by the various private organizations. See also National Emergency Council.

National Resources Board and Advisory Committee.—See National Resources Planning Board.

National Resources Committee.—See National Resources Planning Board.

National Resources Planning Board.—Headquarters and field personnel records, 1934-43, of the Board and its predecessors, the National Resources Committee, the National Resources Board and Advisory Committee, the Federal Employment Stabilization Board, and the Federal Employment Stabilization Office. These records include applications for appointment, personnel orders, records on classifications and efficiency ratings, status and general personnel folders, service-record and pay-roll cards, investigation reports, and accounting records. There are also reports to the Civil Service Commission on personnel changes and status and personnel and voucher files of employees on special assignment to various Public Works Administration projects.

National Youth Administration.—Personnel information for Region XII, 1935-43. The main body of personnel records is in the custody of the National Youth Administration Liquidation Unit, Federal Security Agency.

Naval Aircraft Factory, Philadelphia.—Personnel folders of civilians employed at the Factory, 1917-19.

Naval Air Station, Norfolk.—Correspondence concerning appointments of civilian employees, 1936, arranged chronologically.

Naval Auxiliary Service.—Personnel folders of officers and enlisted men and service-record cards containing a summary of the data in the personnel folders, 1901-17.

Naval District No. 1, Boston.—Personnel folders of civilian employees, 1926-35.

Naval Observatory.—Personnel folders of civilian employees, 1909-29.

Naval Operating Base, Norfolk.—Correspondence concerning appointments of civilian employees, 1926-40, arranged chronologically.

Naval Reserve Aviation Base, Squantum.—Personnel folders of civilian employees, 1930-43.

Navigation Bureau (Navy Department).—Service records of enlisted personnel, 1845-85, compiled by the Bureau of Navigation in response to requests for information about individual enlisted men. Arranged alphabetically. Although there are records only for those persons about whom inquiries were made, the number of such persons is large.

Muster rolls of enlisted men, 1860-85, arranged alphabetically by names of ships.

Records of midshipmen, 1862-1904, consisting of correspondence concerning midshipmen from the time of their candidacy for appointment to the Naval Academy until their completion of the course, resignation, or discharge. Arranged numerically. The alphabetical indexes have been retained by the Bureau of Naval Personnel.

Fitness records of midshipmen at the Naval Academy, 1900-1910. Individual jackets, alphabetically arranged, containing data on each midshipman's attitude, behavior, and aptitude and fitness for the naval service.

World War State record cards, 1917-19, showing service of persons who enlisted in the Navy during World War I, arranged by State of residence and thereunder alphabetically.

Navy Department.—Letters of appointment and acceptance and letters of resignation and dismissal for naval and civilian personnel, 1804-85. The acceptances of appointment by naval officers and midshipmen, 1804-67, are arranged chronologically. Other records of the Navy Department are described under the names of bureaus, boards, yards, and other subordinate units.

Navy Manpower Survey Board.—Personnel folders of naval personnel, 1943-44.

Navy Yards.—Charleston: personnel folders of civilian employees, 1903-20. New York: personnel folders of civilian employees, 1922. Philadelphia: personnel folders of civilian employees, 1910-19.

New York World's Fair Commission.—Personnel folders, 1937-41, and pay rolls, 1937, 1940-41.

Office of War Information.—Personnel folders and other personnel records of employees of the Chicago office, 1942-43.

Ordnance Bureau (Navy Department).—Personnel folders and pay rolls of employees of the Naval Ordnance Plant at Dayton, Ohio, 1918-20. Less complete records are available for employees at other plants where inspectors of ordnance were stationed during this period.

Ordnance Chief's Office (War Department).—The personnel records of civilian personnel, 1894-1915, are included in the main "document file" of the Office. The papers relating to one individual are filed together under one number and there is an index to the file. The records usually show the actual amount paid an employee.

Incomplete and disarranged work returns, time books, and some pay rolls relating to civilian employees at ordnance arsenals.

Patent Office.—Pay rolls, 1837-1906. See also Commerce Department and Interior Department.

Paymaster General's Office (War Department).—The personnel records of civilian employees are included in the main "document file" of the Office,

1894-1912. The papers relating to one individual are filed together under one number, and there is an index to the file. The records usually show the actual amount paid an employee.

Pensions Bureau.—Personnel folders, 1849-1907, and pay rolls, 1836-1909. See also Veterans' Administration.

Philippine Islands Insular Government.—Personnel information on teachers and certain other civilians hired in the United States by the Philippine Government, 1898-1934.

Planning and Statistics Central Bureau.—Personnel folders, service-record cards, and pay rolls, 1918-19. These records may be consulted only with the approval of the State Department.

Plant Industry Bureau.—See Agriculture Department.

Prison Industries Reorganization Administration.—Personnel folders and pay rolls, 1935-40.

Provost Marshal General's Office.—See Selective Service System.

Public Buildings and Grounds Office.—Personnel information, 1849-67, and pay rolls, 1881-1901.

Public Health Service.—A series of record books, 1877-1913, entitled "Records of Employees," gives the names of employees, dates of appointment, rates of compensation, dates of separation, and sometimes changes of status and promotions. The employees are listed by stations and each book contains an alphabetical index to the names contained therein. These books are supplemented by a second series of books, 1889-1913, entitled "Records of Salaries Paid," which give the employees' names, stations, designations, and amounts of salary paid per month, each book covering a fiscal year. See also Veterans' Administration and Treasury Department.

Public Information Committee.—Personnel folders and pay rolls, 1917-21.

Public Roads Bureau.—See Agriculture Department.

Puerto Rico Insular Government.—Personnel information on teachers and certain other civilians hired in the United States by the Puerto Rican Government, 1898-1934.

Quartermaster General's Office.—Monthly reports on civilians hired by the Quartermaster's Department, 1818-1905, which give the names, periods of employment, salaries paid, and positions of the persons hired. These reports were sent in by various hiring officers and are arranged by years, all the reports sent by each officer being filed together for each year.

Monthly reports, similar to those above, on civilians employed as members of the crews on Army transports, 1898-1905, and on commissary employees on Army transports, 1898-1913.

The personnel records of appointed civilian employees are contained in the main "document file" of the Quartermaster General's Office, 1890-1914. The papers relating to an individual are filed together under one number, and there is an index to the file. These records usually show the actual amount paid an employee.

Railroad Administration.—Personnel folders and pay-roll vouchers, 1918-37.

Railroad Labor Board.—Personnel folders, 1920-26, which also include data on retirement deductions.

Railroads Commissioner.—Personnel information, 1879-1904.

Reclamation Bureau.—Personnel folders of persons separated from the service, 1907-38. See also Interior Department.

Rent Commission of the District of Columbia.—Personnel records, 1919-25, as follows: Applications for positions, correspondence with the Civil Service Commission containing information on service records of employees, a "Personnel Classification" file, and partially complete personnel record cards.

Revenue-Cutter Service.—See Coast Guard.

St. Elizabeths Hospital.—Personnel information, 1855-1907.

Santo Domingo.—See Dominican Customs Receivership.

Second Congress on Large Dams.—See American National Committee of the Third World Power Conference and the Second Congress on Large Dams.

Selective Service System.—Personnel folders of employees of the Provost Marshal General's Office (national headquarters of the Selective Service System), 1917-19, arranged numerically, with a card index arranged alphabetically by names of employees. The cards, in addition to constituting an index, also contain information about the periods of service, rates of pay, and dates of first employment and termination. The folders contain more complete information.

Records of employees of State and local organizations of the Selective Service System, consisting of "Classification Lists," "Rosters of District and Local Boards," and individual pay vouchers. The "Classification Lists" and "Rosters of District and Local Boards," arranged alphabetically by States and thereunder by boards, contain only the names of the more important or permanent employees, with haphazard and unreliable information about the periods of employment and positions of individual employees. The pay vouchers are arranged by States and thereunder numerically and indicate periods of employment, amounts paid, and positions of employees. There are no indexes, but there are "State Ledger Books" that give by States and thereunder by boards the voucher numbers for each board.

Senate Special Committee on Investigation of the Munitions Industry.—Personnel folders and copies of pay rolls for New York office employees of the Federal Emergency Relief Administration, 1934-35.

Signal Officer, Office of the Chief.—Personnel folders, 1912-42, of Army officers, enlisted men, and civilian employees of the Office. See also Weather Bureau.

Smithsonian Institution.—Pay rolls, 1882-83.

Soil Conservation Service.—See Agriculture Department.

Standards Bureau.—See Commerce Department.

State Department.—All personnel records of persons employed in the Department of State and records of persons appointed to certain other Federal offices prior to 1901. The records include the following series relating to offices under the jurisdiction of the Department (diplomatic, consular, Territorial, and those connected with special commissions, as well as departmental): applications, recommendations, acceptances, declinations, resignations, orders for commissions, and attested copies of Senate confirmations and rejections of nominations by the President. Pay rolls of employees of the Department of State cover the years 1855-1903. There are also incomplete files on Senate confirmations and rejections of Cabinet nominees and oaths of office and related papers in connection with appointments to the Federal service, 1799-1932. Because prior to 1874 it was a function of the State Department to affix the seal of the United States to civil commissions of persons appointed by the President, there are also record copies of commissions of United States attorneys and marshals, deputy postmasters, judges of Federal courts, notaries public, justices of the peace, and commissioners of deeds. Most of these groups are arranged by Presidential administrations and thereunder alphabetically by names of persons. Additional information concerning many employees in the Foreign Service may be found in the diplomatic and consular despatches and in the records of Foreign Service posts in the National Archives.

State, War, and Navy Building Superintendent.—Personnel records, 1875-1925.

Submarine Board.—Lists of civilian members, showing previous employment, 1928-33.

Sugar Equalization Board.—Pay rolls (some missing), records of salary payments, and personnel lists of employees of the general office, 1918-26, and of State offices, 1918-19. For the State personnel there are also service-record cards arranged alphabetically by names of employees without regard to State.

Supplies and Accounts Bureau (Navy Department).—Personnel folders, 1912-39, of civilian employees, arranged by yards, stations, and districts.

Surgeon General's Office (War Department).—The personnel records of civilian employees and of civilian nurses, 1894-1917, are contained in the main "document file" of the office. The papers relating to one individual are filed together under one number and there is an index to the file. These records usually show the actual amounts paid employees. For the period 1818-94 there are a few personnel folders for nurses, mostly of the Civil War period, and book records relating to the service of surgeons and hospital stewards.

Temporary National Economic Committee.—Letters of appointment and of authorization of change in grade, pay rolls, correspondence regarding transfers, letters of resignation, and notices of termination, 1938-41.

Tennessee Valley Authority.—See National Emergency Council.

Territories and Island Possessions Division.—See Insular Affairs Bureau and Interior Department.

Third World Power Conference.—See American National Committee of the Third World Power Conference and the Second Congress on Large Dams.

Thomas Jefferson Bicentennial Commission.—Pay rolls, 1943-44.

Treasury Department.—Personnel folders of employees of the Treasury Department who were born prior to 1875 and who were separated from the service prior to 1910 and of deceased employees and applications and nominations (including some of early date of unsuccessful applicants) and related correspondence, oaths, commissions, and registers of employees, about 1791-1909. These records, including registers of employees, relate to employees of existing bureaus and offices of the Department and also to certain discontinued or transferred offices, agencies, or units, such as the Marine Hospital and Revenue-Cutter Services, the Board of General Appraisers, the National Institute of Health, and the United States Coast Guard.

United States Capitol Building Superintendent.—Personnel folders, 1843-1923.

Vera Cruz, Military Government of.—Personnel folders of the personnel (Mexican) employed by the Military Government, 1914.

Veterans' Administration.—Personnel folders of employees of the Veterans' Administration who were separated from the service prior to January 1, 1941. These include also personnel records of the following agencies: Bureau of War Risk Insurance and of Pensions, Federal Board for Vocational Education (records of employees of the Rehabilitation Division only), National Home for Disabled Volunteer Soldiers (all known extant records, but incomplete), Public Health Service (records of employees of Public Health Service hospitals from about 1917), and Veterans' Bureau. See also Public Health Service and Pensions Bureau.

Veterans' Bureau.--See Veterans' Administration.

Vocational Education, Federal Board for.--See Veterans' Administration.

War Department.--Personnel folders, transferred from the Secretary's Office, of civilian employees, 1861-1916, and pay rolls, 1875-1916. These include records of employees of a number of offices of the War Department and in some cases duplicate or supplement information contained in the records of offices separately described. See also Adjutant General's Office; Commissary General of Subsistence; Engineers, Office of the Chief of; Ordnance Chief's Office; Paymaster General's Office; Quartermaster General's Office; Selective Service System; Signal Officer, Office of the Chief; and Surgeon General's Office.

War Finance Corporation.--Personnel folders and pay cards of employees in the Washington office, 1918-39; pay cards, but no personnel folders, of employees in the field, 1926-31; and pay rolls for the Washington office, 1918-35, and for field offices, 1921-30.

War Industries Board.--Personnel folders, pay-roll vouchers, and pay-roll record cards, 1918-19.

War Labor Board.--Personnel folders, 1918-19.

War Risk Insurance Bureau.--See Veterans' Administration.

War Trade Board.--Headquarters and field personnel records, 1917-19, including personnel folders, personnel and pay-roll cards, accounting records, and a special file of orders listing appointments and changes of status.

Weather Bureau.--Personnel folders and other records of former Weather Bureau employees born prior to January 1, 1880. These records include information on persons employed by the Signal Corps in weather observation work before the creation of the present Weather Bureau in 1890. See also Agriculture Department.

Wheat Director.--Personnel folders and service-record cards, 1919-21. As the employees of this office were paid by the Grain Corporation, the pay rolls are with the records of the Corporation.

Work Projects Administration.--Records containing incidental information, 1935-44. The main personnel records are in the custody of the Federal Works Agency.

Yards and Docks Bureau.--Pay-roll records of civilian employees at various naval shore establishments, 1844-96.

Reference Information Circular No. 22 (revised)

Publication No. 45-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: January 17, 1947

FROM : R. F. CARTWRIGHT

SUBJECT: WORLD WAR II HANDBOOK -- NATIONAL ARCHIVES

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Mr. Seal	
Miss Gandy	

Mr. Homer C. Calkin, Archivist, World War II Project of the National Archives, called on me this morning to discuss the preparation of a handbook being worked out by the National Archives, which will contain data concerning records developed by the various Government Departments and Agencies in connection with World War II.

Mr. Calkin stated that this handbook had been approved by the President and the Bureau of the Budget in June 1945 and that they had been formally working on it since September 1945. It is to be set up by Government Department, under which general heading will be set out in index and narrative form, a description of the various records developed by the Departments and Agencies in connection with their World War II activity and their volume by cubic footage. In the case of the Bureau it would concern itself with investigative case files, fingerprint records and any other auxiliary records that could be shown to be directly developed from the needs of the Bureau in connection with World War II. This handbook will concern itself with the period from September 1939 to December 31, 1946, generally, but in the event activities prior to the first date are within the purview of the book's definition they would be appropriately included.

Mr. Calkin has in preparation a tentative draft of basic historical material which will introduce the Bureau's part in the handbook. I suggested to him that it might be desirable to refer the finished draft of this to the Bureau for review so that all aspects of the material might be edited and any possible misconceptions clarified prior to printing. He stated that he had this in mind and would very positively refer this material to the Bureau before final printing.

Insomuch as this is a formal aspect of the National Archives' Congressionally approved program, I believe that it is necessary that the Bureau cooperate in making the information desired available and it is my suggestion that ultimately all data supplied be made up in memorandum form for transmittal to the Archives so that there will be no question about the statistics furnished.

There will be little difficulty in the preparation of data from the Records Section standpoint as to the types and volume of records developed in connection with World War II and I suppose that similar figures can be prepared in the Ident Division, however, I felt that you would want to consider the matter from the standpoint of the Bureau as a whole with the possibility in mind of including records developed by the Crime Statistics Section, the Chief Clerk's office and perhaps other sections of the Bureau.

In discussing this matter with Mr. Calkin it was mutually agreed that inasmuch as the Field Divisions' records are duplications of the record at the Seat of Government it would not be necessary to include them.

ALL INFORMATION CONTAINED
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ACTION BEING TAKEN:

Consistent with your approval I shall prepare the necessary data concerning the Records Section and I will discuss these with you as soon as they are set up in a few days.

RECOMMENDATIONS:

It is recommended that this matter be referred to the Identification Division for desirable action in preparing similar figures for inclusion in the handbook.

It is recommended that the Bureau give consideration to what types of records other than that of the Identification Division and Records Section material should be included in the handbook and that appropriate arrangements be made to develop the necessary figures in this connection.

RFC:gl

J. Edgar Hoover

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. S. J. TRACY

DATE: January 27, 1947

FROM : W. W. Bromwell *WB*

SUBJECT: WORLD WAR II HANDBOOK -- NATIONAL ARCHIVES

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

Reference is made to Mr. Cartwright's memorandum to Mr. Nichols of January 17, 1947, relative to the above subject matter..

Attached are figures relative to the Identification Division showing a comparison of fingerprints between July 1, 1939 and December 31, 1946. Figures relative to fingerprints received during this period of time are also attached.

Attachment

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RECORDED

EX-20

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CRIM
[Signature]

Figures Covering Period from July 1, 1939
through December 31, 1946

Prints Received and Retained	
Criminal ✓	7,756,410
Prisoners of War	358,735
Alien Registration	5,761,339
Non-Criminal (Personal Identification) ✓	4,238,298
Civil Service	8,078,312
Miscellaneous (Includes non-criminal, dead, elimination, War, Navy, Marine Corps, Maritime and unrecorded)	59,155,769
Total Number of Prints Received and Retained	85,348,863
Total Number of Prints Received	92,383,181
Prints Classified	87,776,181
Prints Searched	72,483,632
Prints Answered	83,376,263
Idents Answered	
Criminal	5,126,529
Alien Registration	143,954
Non-Criminal	3,505,133
Civil Service	434,512
Total Number of Identifications Answered	9,210,128
Prints Filed	85,210,431
Index Cards Made	
Criminal	13,317,850
Miscellaneous (Includes non-criminal, Civil Service and dead)	76,647,076
Total Number of Index Cards Made	89,964,926
Number of Fugitives Identified	66,375

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Comparative Figures - July 1, 1939 to December 31, 1946

	<u>July 1, 1939</u>	<u>July 1, 1941</u>	<u>July 1, 1944</u>	<u>December 31, 1946</u>	<u>Increase</u>
Number of Contributors	10,885			12,309	1,424
Prints in Possession					
Criminal (Includes Suspects)	9,535,334			16,214,609	6,679,275
Prisoners of War			172,804	358,735	185,931
Alien Registration	4,066			5,749,503	5,745,437
Non-Criminal					
Personal Identification	1,898,052			5,206,205	3,308,153
Miscellaneous non-criminal	771,966			44,315,808	43,543,842
War Department	252,984			18,025,447	17,772,463
Navy Department	30,058			4,002,653	3,972,595
Marine Corps		26,864		663,247	636,383
Maritime				2,974	2,974
Miscellaneous non-criminal - unrecorded				25,685	25,685
Civil Service	713,395			8,600,599	7,887,204
Total Number of Prints in Possession	13,205,855			103,165,465	89,959,610
Number of Dead Prints in Possession	111,203			587,821	476,618
Total Number of Index Cards in Possession	14,267,994			101,708,770	87,440,776
Number of Dead Index Cards in Possession	106,509			247,875	141,366
Total Number of Applicant Idents			24,797	103,964	79,167

ENCLOSURE

62-37683-43

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 1, 1947

FROM : R. F. CARTWRIGHT

SUBJECT: ~~WORLD WAR II HANDBOOK~~ — NATIONAL ARCHIVES

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

Reference is made to my memorandum dated January 17, 1947, attached, captioned as above. Mr. Homer Calkin called again to see me today and I furnished him with necessary figures reflecting the Bureau's over-all activity to be included in the handbook.

Material furnished Mr. Calkin included the data contained in Mr. Bromwell's memorandum to Mr. Tracy dated January 27, 1947, attached, and in addition, the figures reflecting the expansion of our Investigative case files in relation to the work of the Bureau during the second World War.

The figure Mr. Calkin wished was the cubic footage of space taken up by Investigative case files and Administrative case files in this connection. This total was 15,728 cubic feet. The standard National Archives figure for an ordinary legal size, filing cabinet is 8 cubic feet and this was the basis of our statistics.

Mr. Calkin informed that a brief narrative statement would be included to define the figures used, both as to the Identification Division and the Records Section, and that when the finished material was available he would forward it to the Bureau for approval prior to printing. B

There is also enclosed the narrative material to be used as introductory to the Bureau's part in the handbook.

I shall keep in touch with Mr. Calkin to follow developments in this matter and shall advise you as they occur.

Attachments

~~HANDBOOK OF WORLD WAR II~~
~~Accomplishments of the Bureau~~

RFC:mam

RECORDED & INDEXED

99

EX-20

37 APR 10 1947

61 APR 15 1947³

Federal Bureau of Investigation

In 1907 responsibility for the detection of certain crimes against the Federal Government was invested in a Chief Examiner in the Department of Justice. This became the Bureau of Investigation in 1909, with the name being changed in 1935 to the Federal Bureau of Investigation. Under the supervision of a Director, the Federal Bureau of Investigation, the investigative branch of the Department of Justice, has general charge of the investigation of all violations of Federal laws, with the exception of those matters (such as counterfeiting, postal violations, customs violations, and internal revenue matters) that are specifically assigned by legislative enactment or otherwise to some other Federal investigative body.

During the war the F. B. I. continued making its investigations of alleged violations of peacetime laws, such as the measures against kidnapping and white slave traffic, while directing greater attention toward internal security problems. In addition to working on cases with a view to prosecution, the Federal Bureau of Investigation's activities in this field called for the introduction of preventive measures, whenever possible. The Bureau also served as a coordinating agency among the investigative and counterintelligence agencies of the Federal Government. To further preparations for internal security, the F. B. I. coordinated the Federal Government's efforts with those of municipal, county, and state police agencies through the F. B. I. Law Enforcement Officers Mobilization Plan for National Defense. The F. B. I. extended its activities during the war to many Latin American countries by sending liaison agents to work with their police and intelligence forces.

The functions of the Bureau are performed by a number of divisions in the headquarters office in Washington and its fifty-odd field offices.

COPIES DESTROYED

270 OCT 6 1964

ENCLOSURE

62-37683-43

Office of the Director. This Office, which consists of the Director, two Assistants to the Director, and an administrative staff, provides administrative direction and develops policies for the Federal Bureau of Investigation. The Office assigns and coordinates the investigations among the various field offices; acts as liaison between the F. B. I. and other units in the Department of Justice, other Government agencies, and other law enforcing and investigative agencies, both Federal and non-Federal; and maintains central files of reports and records dealing with investigations and alleged violations of Federal laws.

Security Division. This Division had the responsibility during the war years of correlating the Government's efforts at counterespionage and counterintelligence. In general, it had supervisory jurisdiction over all investigative matters pertaining to national defense and internal security, including espionage, sabotage, selective service, sedition, subversive activities on the part of Government employees, and the enforcement of the Neutrality Act of 1939. This Division furnished other agencies factual information pertaining to security measures. From September 1939 to January 4, 1942, the Division was also responsible for surveys of key industrial facilities certified by the War and Navy Departments as being of vital importance to national defense. In January 1942, the counterintelligence units of the Army and the Navy assumed the task of surveying manufacturing establishments in order to prevent espionage and sabotage.

The Alien Enemy Control Section of the Division supervised the investigations of matters related to aliens seeking exit or re-entry permits and to the control of foreign travel. This Section cooperated

closely with the Interdepartmental Visa Control Committee in considering applications of aliens for visas. A Translation Section made translations of all types of materials needed in conducting investigations. The Section also handled work connected with the deciphering of coded communications of foreign agents in the United States.

Identification Division. This Division was established in 1924, following the absorption of the functions of the Bureau of Criminal Identification, to serve as a national clearinghouse for identification data based upon fingerprints. The Division maintains files of the fingerprints, totalling several million prints, grouped into criminal, alien registration, non-criminal (prints submitted from the War Department, the Navy Department, and Marine Corps, and personal identification prints submitted voluntarily by law-abiding citizens), and civil service classes. During the war, the facilities of the Division were made available to the Government, law enforcement agencies, the armed forces, and defense industries for purposes of identification. In addition to its fingerprint files, the Division maintained a General Appearance File, with descriptive data and photographs of criminals in the United States, and a Confidence Men File with similar information on the known confidence men of the nation.

Technical Laboratory. The volume of work handled by the Technical Laboratory of the Federal Bureau of Investigation increased greatly during the war because of its responsibilities in the field of national defense. The Laboratory conducted research to devise better methods of solving the many problems arising in connection with espionage, sabotage,

and related subjects. Its files dealing with explosives, code words and writings, and other materials relating to these were greatly enlarged and improved from 1939 to 1946. Throughout the war years the staff of the laboratory has made many examinations of documents, cryptographic analyses, microscopic analyses of hair and fibers, bomb and explosive analyses, and examinations of firearms, toolmarks, and other types of evidence.

Training Division. The training of special agents of the Federal Bureau of Investigation and of representatives from law enforcing agencies in every state of the Union and many foreign countries was conducted by the Training Division through the F. B. I. National Police Academy. In addition to instruction in investigation operations, report writing, firearms training, the mechanics of law enforcement, fingerprint identification, and scientific crime detection, emphasis was placed upon specific investigative problems arising in connection with the protection of the nation's internal security. In order to improve this training, representatives of the Training Division were sent to England to study police duties and internal security matters under war conditions.

Field Offices. The field offices are the operating units of the F. B. I. in local areas. During the war special agents in these offices conducted the investigations of alleged violations of wartime legislation, apprehended and detained the enemies of the country, located and confiscated certain property of alien enemies, and prepared reports of their activities and findings for the use of the headquarters office in Washington.

710
JL

①
National Archives
Washington 25, D. C.

The National Archives is unable to provide
the information requested in your communication of

July 8, 1947,

and has referred it to the

Division of Personnel Supervision and Management,
Office of the Secretary, Department of the Interior,
Washington, 25, D. C.

②
No Action
JL

*NA Form 79 (7-45)

G.I.R.-9

RECORDED

EX-50

62-37683-44
F B I
15 AUG 12 1947

50 SEP 23 1947 282



The National Archives
Washington, D. C.

August 19, 1947

Mr. John Edgar Hoover
Director, Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

My dear Mr. Hoover:

In accordance with your request of August 6, 1947, there is forwarded herewith the personnel folder of E. Gertrude Long from the records of the War Production Board in the National Archives. Please sign and return to this office the enclosed original copy of Form 24, Permanent Withdrawal Request and Receipt.

We are referring your letter to the Department of Commerce, Office of Material Distribution, Division of Liquidation, for reply since the leave records of the War Production Board are in the custody of that agency.

Very truly yours,

E. G. Campbell
Director, War Records Office

By: *Elizabeth R. D. Lewis*

Enclosures

*Folder returned
immediately sent
9-10-47
279/1*

*No record in Bureau
of E. Gertrude Long
Per Personnel Records
& Payroll
18.9.47*

*RECORDED
INDEXED
15 SEP 16 1947*

*37683-45
B I*

EX-30

ENC.



Prepared by: *[initials]*
 Checked by: *[initials]*
 Filed by: *[initials]*

September 10, 1947

[Handwritten initials]

Mr. E. G. Campbell
 Director
 War Records Office
 The National Archives
 Washington, D. C.

See OK

62-37683-45

Dear Mr. Campbell:

EX-30

There is being returned herewith the Official Personnel Folder of E. Gertrude Long, inasmuch as it is believed this folder was inadvertently sent to this Bureau.

The Folder of Gertrude Anderson Long was recently received and is being retained inasmuch as she entered on duty in the Federal Bureau of Investigation under date of June 23, 1947.

Sincerely yours,

John Edgar Hoover
 Director

Enclosure
REGISTERED MAIL

JW:HGB

[Handwritten mark]

SEP 10 5 28 PM '47
 RECEIVED READING ROOM

[Handwritten initials and marks]

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

COMMUNICATIONS SECTION
MAILED 7
★ SEP 11 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

50 SEP 24 1947 198



The National Archives

Washington 25, D. C.

CIRCULAR LETTER No. 48-2

November 28, 1947

To: All Government Agencies

SUBJECT: Record Character of Maps, and the Accessioning Policy
of the National Archives With Respect to Them

Questions have frequently arisen as to whether maps or other cartographic materials in the possession of Federal agencies are records of the Federal Government and hence subject to provisions concerning records contained in Acts of Congress, regulations of the National Archives Council, and Executive orders.

The only statutory definition of records of the Federal Government is as follows:

When used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act. — An Act to provide for the disposal of certain records of the United States Government, approved July 7, 1943 (57 Stat. 380).

The purpose of this letter is to assist Government agencies in applying the concepts in this definition to maps and other cartographic materials.

EX-31 INDEXED 62-37683-46
Record Character of Maps and Designation of Record Copies

NOT RECORDED

It should be noted that the essential feature of the definition quoted above is that in order to fall within the class of materials considered "records" a document must have been made or received in the transaction of official business and deliberately preserved because of its evidential or informational value. It should be particularly noted that "extra copies preserved only for convenience of reference, and stocks of publications and of processed documents are not . . . 'records' . . ."

60 JAN 27 1948

(over)

In applying the legal definition quoted above to cartographic materials a difficult problem arises in connection with the determination of the record or nonrecord character of preliminary or intermediate materials used in making a final map. This category includes such things as manuscript field notebooks of surveys, triangulation and other computations, and "fair drawings" for individual color plates. The physical medium on which the content is expressed may consist of a number of forms different from the dominant paper, such as metal mount, Bristol board, cloth, and photographic paper. It is not possible to give a single, simple, or complete answer to the question as to whether materials of this kind have a record character. The experience of the National Archives indicates that it is desirable to determine each such case on its merits. The experience and purposes of the issuing agency will, of course, be a paramount factor in making such determinations.

Excluding such intermediate materials, maps may be divided into certain main classes, as follows:

A. MAPS USUALLY OF RECORD CHARACTER

1. Maps that have not been printed or otherwise reproduced in numbers. Manuscript maps form the bulk of this class. In addition to manuscript maps there may be included in this category printed or processed maps on which manuscript changes, additions, or annotations have been made for record purposes, or which bear manuscript signatures to indicate official approval. Also to be considered as falling in this category are any single printed or processed maps that have been attached to or interfiled with other documents of a record character or in any way made an integral part of a body of record material.

It may be accepted as a general rule that all maps of this class prepared by a Federal agency or acquired by it in connection with the conduct of its business are records of that agency.

Examples of this category of maps are as follows:

Manuscript field maps made in connection with the surveys by army topographic engineers for a route to be used for the National Road.

Manuscript maps of Indian reservations prepared by the Office of Indian Affairs.

Manuscript right-of-way maps showing the official route of land-grant railroads as submitted to and approved by the Secretary of the Interior.

United States set of the manuscript maps embodying surveys of a portion of the United States-Canadian boundary, authenticated by the Boundary Commissioners.

Set of German large-scale topographic maps showing the order of battle on the Western Front in Europe on July 15, 1944, captured from the Germans by American troops.

RECEIVED-NICHOLS
FBI
U.S. DEPT OF JUSTICE

RECEIVED - 2
INVESTIGATION DIVISION
FBI
U.S. DEPT OF JUSTICE

Printed sheets of a map of Latin America attached to manuscript reports on rubber in the Amazon Basin by the Rubber Development Corporation of the Reconstruction Finance Corporation.

2. Printed or processed maps in the custody of the agency by which they were issued. Agencies issue printed or processed maps (a) to depict or facilitate their administrative organization, (b) for the use of staff members in carrying out their agencies' substantive programs, or (c) primarily as a service to the public. In determining the record character of a printed or processed map it is necessary to consider its origin, custody, and use.

It is essential to proper records management for each map-issuing agency to establish and maintain a segregated and complete set of all printed or processed maps issued by the agency, to serve as the record set. This record set will consist of one copy of each printed map issued. This set should in no case be confused or intermingled with stock or surplus copies or interfiled with maps received from other agencies. Stock copies are not records. It is particularly important that one copy of each edition of each printed or processed map be retained in the record set.

Record copies of textual materials that bear on the preparation, compilation, editing, or printing of maps, such as project folders containing specifications to be followed and appraisal of source materials to be used, as well as printed explanatory descriptions, should be preserved with the body of maps to which they relate.

Examples of record set maps falling in the above category are:

General Land Office (now Bureau of Land Management) record set of its maps of the individual public-land States.

Forest Service record set of its maps showing the individual national forests.

Record set of large-scale topographic maps of various countries throughout the world originally compiled and printed by the Geographical Section, General Staff, War Office, London, but overprinted by the Army Map Service, War Department, Washington, D. C., with information for the specific use of United States combat troops.

Post Office record set of maps of individual States or groups of States showing means and frequency of transportation of United States mail.

Any Government agency's record set of maps showing field or district offices or installations and boundaries of field regions.

B. MAPS USUALLY OF NONRECORD CHARACTER

Printed or processed maps acquired by agencies from other sources or extra copies of maps issued by the agency and used or preserved as parts of a general library or reference collection of maps. Maps in this category are not, as a rule, to be considered as records.

It is obvious, of course, that treating a whole collection as a library or reference collection and hence as nonrecord in character is possible only if the distinction between maps preserved for record purposes and those preserved for reference purposes has been carefully maintained and maps of the two types have not been interfiled.

Accessioning Policy of the National Archives

It is the policy of the National Archives to accession Federal records of enduring value that are noncurrent in relation to the activities in connection with which they were accumulated. All records values will be taken into account in determining whether records have sufficient enduring value to justify their transfer to the National Archives. Such values cannot be defined with universal applicability. It should be noted, however, that research value may be defined in certain cases in terms of the materials themselves, such as significance in the development of techniques and their use by the Government, and in other cases in terms of content, with the same considerations of value as are applicable to textual records. In general it may be said that most maps that have a record character will be considered to have enduring value. The proportion of maps of a record character not eligible for accessioning by the National Archives because of insufficient legal, research, or administrative value is much smaller than is that of most records of other types.

The National Archives considers it highly desirable that index maps, card indexes, lists, catalogs, or other finding aids to the records that may be helpful in using or servicing them, accompany any maps or other cartographic materials that it accessions.

Additional Information

For further information concerning problems arising in connection with matters dealt with in this circular, calls should be directed to W. L. G. Joerg, Chief, Division of Cartographic Records, National Archives (telephone extension 362).

Solon J. Buck

Archivist of the United States

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 4-27-48

FROM : MR. CARTWRIGHT

SUBJECT: INTER-AGENCY RECORDS
CONFERENCE NATIONAL ARCHIVES

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

As you were informed orally, yesterday I received a call from Dr. Brooks of the National Archives. Dr. Brooks stated that he would like to enter my name as a nominee to the Steering Committee in the Inter-Agency Records Conference which is operated by the National Archives.

As you know, this Conference meets monthly and Mr. Seyfarth regularly attends it to cover any aspect which may be important to the Bureau. For the most part, these conferences have been ineffectual and consist merely of rather abstruse lectures by various representatives of government departments on record keeping systems. Dr. Brooks explained that the Steering Committee was composed of eleven members, representative of the government departments, who formulated programs to be carried out in the monthly conference meetings, and occasionally drew up resolutions of various kinds attendant to records management throughout the Government.

During the initial conversation with Dr. Brooks, I informed him that my commitments here were such that I was doubtful that I would be able to do justice to the responsibility entailed in being a member of a Steering Committee, but that I would like to discuss the matter with you to learn what special programs you have in mind here before giving him my definite answer.

Consistent with our conversation of yesterday, I called Dr. Brooks back this morning and informed him that as I had suspected, my job here was, and would continue to be, so absorbing in the immediate months ahead, that it would be unfair to him to sign up for commitments on the Steering Committee, knowing that I would be unable to give sufficient time and thought to the project to carry out my share of responsibility. Dr. Brooks stated he understood and appreciated my considering this matter. I told him that if I could be of assistance in any way short of actual membership on the Steering Committee, that he should feel free to call upon me.

No further action is believed necessary.

RFC:agg

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&
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29 APR 30 1948

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331
7 MAY 3-19481 autostat made
5/14/59 M.E.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. E. A. Tamm

DATE: 6-4-48

FROM : A. Rosen

Call: 2:45 PM
6/3/48

MB SUBJECT: REQUEST FROM NATIONAL ARCHIVES
FOR INVESTIGATION OF PERSON TO
BE EMPLOYED AT ROOSEVELT MEMORIAL
LIBRARY, HYDE PARK, NEW YORK

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Holmes _____
Miss Gandy _____

By reference from the Director's Office, I spoke with Miss Henderson of the National Archives at the above time.

Miss Henderson stated that they were interested in appointing a person from Maryland to work in the library but due to the valuable papers located there and the White House interest in this matter she desired to know if we could make a field investigation of this person.

I advised Miss Henderson to submit a letter to the Director setting forth the name of the individual to be employed and whatever background information she might have in order that all of the facts may be considered before a decision is reached.

AR:FE

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RECORDED - 1

EX-26

62-37683-48
F B I
31 JUN 12 1948569
53 JUN 28 1948

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Edgar Hoover, Director
Federal Bureau of Investigation
FROM : *S.A.* S. A. Andretta, Administrative Assistant
to the Attorney General
SUBJECT:

DATE: September 16, 1948
arch
only
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1
K

22
There is transmitted herewith a communication from the Archivist of the United States requesting information concerning the volume of our records to be transferred to the National Archives during the present fiscal year. This information is urgently needed for future planning in view of the rapidly exhaustion of space in the National Archives Building.

It will be appreciated if this information can be transmitted to this office at your earliest convenience in order that it may be assembled and forwarded to the National Archives on the date requested. *fe*

Inclosure No. 88864

ENCL

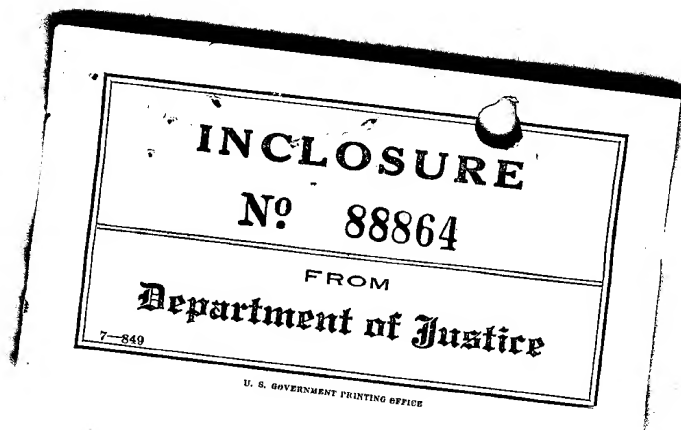
110

EX-25

RECORDED - 110

EX-25

162-37623-49
F B I
19 SEP 30 1948
W
W



INCLOSURE

Nº 88864

FROM

Department of Justice

7-849

U. S. GOVERNMENT PRINTING OFFICE



The National Archives

Washington 25, D. C.

Mr. Nichols
August 26, 1948

CIRCULAR LETTER No. 49-1

To: Heads of All Government Agencies

SUBJECT: Request for Data Concerning the Volume of Records
To Be Transferred to the National Archives

During the last decade, as you know, the National Archives has accessioned a large proportion of the permanently valuable noncurrent records of the Federal Government. In order that we may plan for the housing of similar records in the future, it is desirable that information be obtained as to the amount of space which the National Archives should have at its disposal adequately to care for those records which your agency will desire to transfer to my custody. It would be appreciated, therefore, if, within the next 60 days, you would furnish the information requested below, broken down as appropriate by bureau or other comparable organizational unit. The volume of motion picture and aerial film should be excluded from your estimates. Volume should be expressed in terms of net cubic feet of files (excluding containers).

- (1) Agency of Custody: _____ Department _____
Bureau _____
(Cubic Feet)
- (2) Approximate volume of records now in custody _____
- (3) Location of records: _____
Washington, D. C. _____
Field _____
- (4) Approximate volume of (2) above that should be kept permanently and will eventually be offered for transfer to the National Archives _____
- (5) Approximate volume of (4) above that will be available for transfer to the National Archives prior to July 1, 1952 _____

The director of the records division of the National Archives responsible for liaison with your agency will furnish you or your representative such advice or assistance as you may need in submitting the requested data.

Wayne C. Grover

Archivist of the United States

ENCLOSURE

62-37683-49

INDEXED - 110 62-37683-49
RECORDED - 110
EX-25

September 28, 1948

MR. S. A. ANDRETTA, Administrative
Assistant to the Attorney General
JOHN EDGAR HOOVER, Director, FBI

VOLUME OF RECORDS - FEDERAL BUREAU
OF INVESTIGATION

Reference is made to your memorandum dated September 16, 1948,
transmitting the communication from the Archivist of the United States requesting
information concerning the volume of records to be transferred to the National
Archives.

This Bureau does not contemplate, in the foreseeable future, the trans-
fer of any of our records to National Archives. However, the Archivist, in his
communication, also requested other information concerning the approximate volume
of the Bureau's records and this information is set out as follows:

Cubic Feet

1. Approximate volume of records now
in custody

336,903

G. I. R. 3

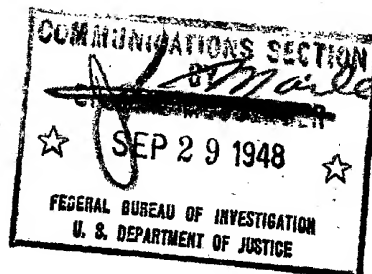
2. Location of records:

Washington, D. C.
Field

258,608
78,295

FWW:mg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy



SEP 28 3 54 PM '48
RECEIVED REC. NG. DIV.
U. S. DEPT. OF JUSTICE

RECEIVED-DIRECTOR
FBI
U. S. DEPT. OF JUSTICE
SEP 28 4 10 PM '48

Handwritten signature

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: September 23, 1948

FROM : H. C. Anderson

SUBJECT: VOLUME OF RECORDS SPACE
IDENTIFICATION DIVISION

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Tele. Room _____
 Mr. Nease _____
 Miss Holmes _____
 Miss Gandy _____

Pursuant to suggestion in Mr. Waikart's memorandum of September 16, the following is submitted as an estimate of the storage space necessary for the records in the Identification Division:

Recording Section	541 cubic feet
Posting Section	52 cubic feet
Assembly Section	59,020 cubic feet
Card Index Section	56,624 cubic feet
Technical Section	80,505 cubic feet
Total	196,742 cubic feet

RCA:ew

RECORDED - 3
INDEXED - 3162 37623-50
19 SEP 30 1948

RECORDED COPY FILED IN 66-16315-7046

42

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *my*

FROM : F. W. WALKART *6 af*

SUBJECT: *led* VOLUME OF BUREAU'S RECORDS FOR NATIONAL ARCHIVES *1 K*

DATE: September 16, 1948

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Holmes	_____
Miss Gandy	_____

④ Mr. Charles L. Stewart, Chief of the Justice and Courts Branch of the National Archives, furnished the writer with the attached circular dated August 26, 1948, addressed to the Heads of all Government Agencies. Mr. Stewart stated that he was making preliminary contacts with Departments and Bureaus under his jurisdiction, and that a formal request will be received by the Bureau for this information through appropriate channels. It was later ascertained that Mr. diGirolamo in the Department is preparing the formal request of the Bureau for this information in the immediate future.

You may recall that in January, 1945, a formal request was received from the Department for the amount of cubic feet taken up by records of the Bureau. This request included the records of both the Identification Division and the Records Section. It is noted that the current request, in addition to desiring an approximation of the present volume of records maintained by the Bureau, also requests under items number 4 and 5 the approximate volume that will be available for transfer to the National Archives.

No commitments were made to Mr. Stewart at the time the attached circular was discussed, and it was indicated that action would await the request from the Department of Justice. We have gone ahead, however, and ascertained that the Records Section presently has approximately 61,866 cubic feet of material. This includes not only all of the files of the Bureau at the Seat of Government, but, in addition, the index cards maintained in General Index. In order to avoid the necessity for requesting a survey in various field divisions of their cubic feet space occupied by records, we have calculated that there has been a 24.413% increase in material since January, 1945, when similar figures were submitted to Archives. Multiplying this percentage of increase by the space occupied in the field in 1945, we arrived at the approximate figure of 78,295 cubic feet of space. It is believed that these figures will suffice for both the Department and Archives upon receipt of a formal request. This, of course, does not include the Identification Division, and it is suggested that this memorandum be routed to them for their consideration. As a matter of information, the file (66-1631-8330) reflects that in January, 1945, the Identification Division had 162,422 cubic feet of records space.

With regard to the approximate volume of records that will be eventually offered for transfer to National Archives, it is believed that the answer should be "none". It is not presently anticipated that any of the

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RECORDED - 3
INDEXED - 3

62-25683-51
SEP 20 1948
FBI

ack. 9-23-48
FCA: ew
OCT 13 1948
ENCL 2

Memorandum to Mr. Nichols

September 16, 1948

Re: Volume of Bureau's Records for National Archives

-2-

Bureau's records will be made available to Archives and as they become obsolete it is believed that they should be reduced to microfilm or completely destroyed.

RECOMMENDATIONS:

1. That the Identification Division bring their figures up-to-date concerning the present volume of records in cubic feet maintained.

2. That upon receipt of a formal request from the Department we furnish the figures set out above, including the Identification Division, and indicate that it is not anticipated any of these records will ever be offered to the National Archives.

FWW:rm

Attachment

Done

*Noted & attached
9/27/48
JH*



The National Archives

Washington 25, D. C.

CIRCULAR LETTER No. 49-1

August 26, 1948

To: Heads of All Government Agencies

SUBJECT: Request for Data Concerning the Volume of Records
To Be Transferred to the National Archives

During the last decade, as you know, the National Archives has accessioned a large proportion of the permanently valuable noncurrent records of the Federal Government. In order that we may plan for the housing of similar records in the future, it is desirable that information be obtained as to the amount of space which the National Archives should have at its disposal adequately to care for those records which your agency will desire to transfer to my custody. It would be appreciated, therefore, if, within the next 60 days, you would furnish the information requested below, broken down as appropriate by bureau or other comparable organizational unit. The volume of motion picture and aerial film should be excluded from your estimates. Volume should be expressed in terms of net cubic feet of files (excluding containers).

- | | |
|--|-------------------------|
| (1) Agency of Custody: | Department _____ |
| | Bureau _____ |
| | (Cubic Feet) |
| (2) Approximate volume of records
now in custody | _____ |
| (3) Location of records: | |
| | Washington, D. C: _____ |
| | Field _____ |
| (4) Approximate volume of (2) above that should be
kept permanently and will eventually be offered
for transfer to the National Archives | _____ |
| (5) Approximate volume of (4) above that will be
available for transfer to the National Archives
prior to July 1, 1952 | _____ |

The director of the records division of the National Archives responsible for liaison with your agency will furnish you or your representative such advice or assistance as you may need in submitting the requested data.

Wayne C. Grover

Archivist of the United States

ENCLOSURE

62-37683-51

Office Memorandum

UNITED STATES GOVERNMENT

TO : Mr. Ladd *DLW*

DATE: 10-5-48

FROM : A. Rosen *AR*

Call: 2:40 PM

SUBJECT: DESTRUCTION OF PERSONNEL RECORDS
MISCELLANEOUS INFORMATION CONCERNING

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

Mr. Shellenberger (phonetic), Program Advisor of the National Archives, telephonically inquired if the Bureau would be interested in reference letters contained in personnel files of other Government agencies. Mr. Shellenberger stated that under Civil Service ruling these letters are retained in the personnel files for two years and then destroyed and he desired to know if the Bureau would be interested in this information in connection with our applicant and loyalty investigations. *6-1*

I advised Mr. Shellenberger that I would have someone call him concerning an opinion in this regard. He can be reached on Code 163, Extension 450. *W*

cc Mr. Glavin *10/7/48*

AR:FE

RECORDED - 98

INDEXED - 98

62-37683-52

53 OCT 14 1948 *12**ORIGINAL*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: October 6, 1948

FROM : L. B. Nichols

SUBJECT: DESTRUCTION OF PERSONNEL RECORDS
GENERAL DISPOSAL SCHEDULES
NATIONAL ARCHIVES

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Egan	✓
Mr. Gurnea	✓
Mr. Harbo	✓
Mr. Mohr	✓
Mr. Pennington	✓
Mr. Quinn Tamm	✓
Tele. Room	✓
Mr. Nease	✓
Miss Holmes	✓
Miss Gandy	✓

With reference to the attached memorandum of Mr. Rosen to Mr. Ladd of October 5, Mr. Cartwright called Mr. Shellenberger at the National Archives. Shellenberger informed that they were considering the issuance of a general disposal schedule giving authority throughout the executive departments of the Government to destroy certain types of personnel records. In this connection, the reference and endorsement letters and general sponsoring communications received by the various Government departments and retained in their personnel files ^{were} under consideration and it was the feeling of the National Archives and their advisors that retention of such material for a two-year period and disposal at the end of that period was a satisfactory method.

Shellenberger stated that Colonel Hatcher of the Civil Service Commission had given an opinion that the material was not of substantial value to his investigators and he felt that there was no necessity to retain them past the two-year period.

Shellenberger would like the Bureau's expression of opinion as to whether the material in question is of value from an investigative standpoint. While the majority of such correspondence is of somewhat negative value for investigative purposes, there are of course situations in which it would be of value. I do not feel that we are in any position to deliver an opinion on this matter and I believe that Shellenberger should be informed by telephone that our position is that the question is not within our jurisdiction; that it is a matter for the National Archives and the various departments concerned to decide. In this way, we will not be subject to criticism in any future situations that might arise from a decision in the matter.

RFC:hmc

Right
1076

I agree

INDEXED
86RECORDED
98

62-37683-53

51 OCT 12 1948

G.I.R. -3

Done
10/7/48

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 28, 1948

FROM : L. B. NICHOLS ⁶²⁻³⁷⁶⁸³

SUBJECT: National Archives Booklet
~~"A LIST OF FEDERAL AGENCIES TERMINATED SINCE 1933 AND AGENCIES NOW HAVING CUSTODY OF THEIR PERSONNEL RECORDS"~~

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

For record purposes, there is attached hereto a list of Federal agencies which have been terminated since 1933 together with a list of agencies now having custody of their personnel records which will be made a matter of record for future reference.

LBN:FML

Attachment

59
 ENCL. ATTACHED
 ENCL. ATTACHED

RECORDED - 59

INDEXED - 59

62-37683-54

F B I
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51 NOV 16 1948

CRIME

ENCLOSURE

62-37685-54

THE NATIONAL ARCHIVES

A LIST OF FEDERAL AGENCIES
TERMINATED SINCE 1933
AND AGENCIES NOW HAVING CUSTODY
OF THEIR PERSONNEL RECORDS



Compiled by Guy A. Lee, 1945

Revised by Seymour J. Pomrenze

WASHINGTON : 1948

ENCLOSURE

62-37683-54

THE NATIONAL ARCHIVES

A LIST OF FEDERAL AGENCIES
TERMINATED SINCE 1933
AND AGENCIES NOW HAVING CUSTODY
OF THEIR PERSONNEL RECORDS



Compiled by Guy A. Lee, 1945

Revised by Seymour J. Pomrenze

WASHINGTON : 1948

In the course of its normal duties the staff of the National Archives has acquired certain information about the personnel records of terminated Federal agencies. The following list incorporates some of this information with respect to more than 240 agencies that have gone out of existence since March 4, 1933. It is not to be regarded as conclusive or exact in all instances but merely as a suggestive guide for persons seeking to locate the personnel records of former Government officials and employees. It omits, as a rule, information respecting agencies transferred or reorganized within a continuing department. In those cases where the successors of liquidated agencies were in turn liquidated, their liquidated predecessors are listed with the notation, "See," followed by the name of the last liquidated successor. Agencies that obtained their personnel on temporary detail from other agencies are listed with the notation, "No separate personnel records."

The user of the list may wish to supplement it with National Archives Reference Information Circular No. 37, which describes all civilian personnel records in the National Archives.

Agencies Terminated After
March 4, 1933

Advisory Commission to the Council
of National Defense (except cer-
tain units)

Aeronautics Branch. See Air Com-
merce Bureau.

Agricultural War Relations Office
(formerly Farm Products Division,
Advisory Commission to the
Council of National Defense)

Air Commerce Bureau

Air Mail Bureau

Air Safety Board (Civil Aeronau-
tics Authority)

Alien Property Bureau (Justice
Department)

Alien Property Custodian
(World War I)

Alien Property Custodian
(World War II)

Alien Property Division
(Justice Department)

American Commission for the Pro-
tection and Salvage of
Artistic and Historic Monuments
in War Areas

American-Mexican Claims Commission

Arlington Memorial Bridge Commis-
sion

Arms and Munitions Control Office

Attorney General's Survey of Re-
lease Procedures

Agencies Now Having the
Personnel Records

National Archives (War Records Divi-
sion)

Agriculture Department (Production
and Marketing Administration)

National Archives (Industrial
Records Division) and Civil
Aeronautics Administration

Post Office Department and Civil
Aeronautics Board

Civil Aeronautics Board

National Archives (General Records
Division) and Justice Department

National Archives (General Records
Division) and Justice Department

Justice Department

National Archives (General Records
Division) and Justice Department

National Archives (General Records
Division)

State Department

Interior Department (National Park
Service)

State Department

National Archives (General Records
Division) and Justice Department

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Biological Survey Bureau	Agriculture and Interior Departments
Bituminous Coal Consumer's Counsel Office	Interior Department
Bituminous Coal Division	Interior Department
Bituminous Coal Labor Board	<u>National Archives (Natural Resources Records Division)</u>
Buildings Management Branch (National Park Service)	Federal Works Agency
Cabinet Committee on Price Policy	Agriculture Department (Production and Marketing Administration)
Censorship Office	National Archives (General Records Division)
Censorship Policy Board	No separate personnel records
Central Administrative Services Division	National Archives (General Records Division)
Central Statistical Board	Budget Bureau
Central Statistical Committee	No separate personnel records
Civil Air Patrol (Civilian Defense Office)	Air Force Department
Civilian Conservation Corps	Army Department (Records Administration Center, St. Louis, Mo., for records of enrollees and Army personnel) and Federal Security Agency (Records Management Section for records of Washington office)
Civilian Defense Office (except certain units)	National Archives (War Records Division)
Civilian Production Administration	National Archives (War Records Division)
Codification Board	<u>No separate personnel records</u>

Agencies Terminated After
March 4, 1933

Combined Production and Resources
Board

Combined Raw Materials Board

Commerce Department Solicitor
(Justice Department)

Commercial and Cultural Relations
Between the American Republics,
Office for Coordination

Commodity Exchange Administration

Community War Services Office

Congested Production Areas Com-
mittee

Consumers' Advisory Board
(National Recovery Administra-
tion)

Consumers' Division (National
Recovery Administration)

Consumers' Problems Adviser

Contract Settlement Advisory
Board

Contract Settlement Appeal Board
Office

Contract Settlement Office

Cotton Stabilization Corporation

Cotton Textile National Indus-
trial Relations Board

Cotton Textile Work Assignment
Board

Agencies Now Having the
Personnel Records

National Archives (War Records Divi-
sion)

National Archives (War Records Divi-
sion)

National Archives (Industrial
Records Division) and Commerce
Department

State Department

Agriculture Department (Production
and Marketing Administration)

National Archives (Industrial
Records Division) and Federal
Security Agency

National Archives (Industrial
Records Division)

Agriculture Department (Production
and Marketing Administration)

Agriculture Department (Production
and Marketing Administration)

Agriculture Department

Treasury Department (General
Counsel's Office)

Treasury Department (General
Counsel's Office)

Treasury Department (General
Counsel's Office)

Farm Credit Administration

National Archives (Industrial
Records Division)

National Archives (Industrial
Records Division)

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Crop Production Loan Office

Farm Credit Administration

Defense Aid Reports Division.
See Foreign Economic Adminis-
tration.

Defense Health and Welfare Serv-
ices Office (except certain
units)

National Archives (Industrial
Records Division)

Defense Homes Corporation

Federal Public Housing Administra-
tion

Defense Housing Coordinator
(Advisory Commission to the
Council of National Defense)

Housing and Home Finance Agency

Defense Plants Corporation

Reconstruction Finance Corpora-
tion

Defense Supplies Corporation

Reconstruction Finance Corpora-
tion

Disaster Loan Corporation

Reconstruction Finance Corpora-
tion

District of Columbia-Virginia
Boundary Commission

Interior Department

Dominican Customs Receivership

National Archives (Natural
Resources Records Division)

Economic Defense Board. See
Foreign Economic Administration.

Economic Security Advisory Council No separate personnel records

Economic Security Committee No separate personnel records

Economic Stabilization Board National Archives (Industrial
Records Division)

Economic Stabilization Office National Archives (Industrial
Records Division)

Economic Warfare Board. See
Foreign Economic Administration.

Agencies Terminated After
March 4, 1933

Economic Warfare Office. See
Foreign Economic Administration.

Education Advisory Committee

Efficiency Bureau

Electric Home and Farm Authority

Emergency Conservation Work

Executive Committee on Commercial
Policy

Executive Council

Export Control Administrator.
See Foreign Economic Administra-
tion.

Facts and Figures Office

Fair Employment Practice Committee

Federal Alcohol Administration

Federal Board for Vocational
Education

Federal Board of Surveys and Maps

Federal Civil Works Administration

Federal Coordinating Service

Federal Coordinator of Transporta-
tion

Agencies Now Having the
Personnel Records

**National Archives (General
Records Division)**

National Archives (General Records
Division)

Reconstruction Finance Corporation

Federal Security Agency (Office of
the Administrator for records of
Washington Staff) and Army Depart-
ment (Records Administration Cen-
ter, St. Louis, Mo., for others)

No separate personnel records

State Department

State Department

National Archives (Industrial
Records Division)

Treasury Department (Internal
Revenue Bureau)

National Archives (Industrial
Records Division) and Federal Secu-
rity Agency (Education Office)

No separate personnel records

Federal Works Agency (Microfilmed
Records Division)

Treasury Department

Interstate Commerce Commission

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Federal Emergency Administration of Public Works	Federal Works Agency (Microfilmed Records Division)
Federal Emergency Relief Administration	Federal Works Agency (Microfilmed Records Division)
Federal Employment Stabilization Board (later Office)	National Archives (Natural Resources Records Division)
Federal Farm Board	Farm Credit Administration
Federal Farm Loan Board	Farm Credit Administration
Federal Farm Loan Bureau	Farm Credit Administration
Federal Fire Council	Federal Works Agency
Federal Home Loan Bank Board	Housing and Home Finance Agency (Home Loan Bank Board)
Federal Loan Agency	Reconstruction Finance Corporation
Federal Prison Industries, Inc.	National Archives (General Records Division) and Justice Department
Federal Radio Commission	National Archives (Industrial Records Division)
Federal Surplus Relief Administration	Agriculture Department (Production and Marketing Administration)
Fisheries Bureau	National Archives (Natural Resources Records Division) and Interior Department
Fishery Coordination Office	Interior Department
Foreign Agricultural Service	State Department
Foreign Broadcast Intelligence Service	National Archives (Industrial Records Division), Army Department (General Staff), and Central Intelligence Agency (Foreign Broadcast Intelligence Branch)
Foreign Commerce Service	State Department

Agencies Terminated After
March 4, 1933

Foreign Economic Administration
(including its predecessors)

Foreign Economic Coordination
Office

Foreign Relief and Rehabilitation
Operations Office

General Supply Committee

Government Films Coordinator

Government Reports Office

Grain Futures Administration

Grain Stabilization Corporation

Health, Welfare, and Related
Defense Activities, Coordina-
tor's Office

Home Owners' Loan Corporation

Housing Division (Public Works
Administration)

Indian Commissioners Board

Industrial Alcohol Bureau

Industrial Analysis Committee

Industrial Cooperation Coordina-
tor

Industrial Economics Division

Agencies Now Having the
Personnel Records

National Archives (General Records
Division), Agriculture Department,
Commerce Department, State Depart-
ment, and Reconstruction Finance
Corporation

State Department

State Department

Treasury Department

State Department

State Department (Departmental Per-
sonnel Division) and Budget Bureau

Agriculture Department (Production
and Marketing Administration)

Farm Credit Administration

National Archives (Industrial
Records Division)

Housing and Home Finance Agency
(Home Loan Bank Board)

Housing and Home Finance Agency
(Public Housing Administration)

National Archives (Natural
Resources Records Division)

Treasury Department

National Archives (Industrial
Records Division) and Commerce
Department

National Archives (Industrial
Records Division)

National Archives (Industrial
Records Division) and Commerce
Department

Agencies Terminated After
March 4, 1933

Industrial Emergency Committee
Information Coordinator
Information Division (Office
for Emergency Management)
Insular Affairs Bureau
Inter-American Affairs Coordina-
tor's Office
Inter-American Affairs Office
Investigation and Research Board -
Transportation
Joint Economic Committees, United
States and Canada
Labor Department Solicitor,
(Justice Department)
Lend-Lease Administration Office.
See Foreign Economic Administra-
tion.
Lighthouses Bureau (Lighthouse
Service)
Liquidation Director
Marine Inspection and Navigation
Bureau
Maritime Labor Board
Mixed Claims Commission, United
States and Germany
Mount Rushmore National Memorial
Commission
Munitions Assignments Board,
United States and Great Britain

Agencies Now Having the
Personnel Records

State Department
State Department and Central Intel-
ligence Agency
N. National Archives (General Records
Division) and State Department
National Archives (Natural
Resources Records Division)
State Department
State Department
National Archives (Industrial
Records Division)
No separate personnel records
Labor Department
National Archives (General Records
Division) and Coast Guard
Budget Bureau
National Archives (Industrial
Records Division) and Coast
Guard
National Archives (Industrial
Records Division)
State Department
Interior Department (National Park
Service)
No separate personnel records

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

National Bituminous Coal Commission	Interior Department
National Defense Council	No separate personnel records
National Defense Mediation Board	Labor Department (Personnel Office)
National Defense Purchases, Office for Coordination	National Archives (War Records Division)
National Emergency Council	National Archives (General Records Division)
National Housing Agency	Housing and Home Finance Agency
National Land Problems Committee	No separate personnel records
National Planning Board	National Archives (Natural Resources Records Division)
National Railway Labor Panel	National Mediation Board
National Recovery Administration (except certain units)	National Archives (Industrial Records Division)
National Reemployment Service	National Archives (Industrial Records Division)
National Resources Board	National Archives (Natural Resources Records Division)
National Resources Committee	National Archives (Natural Resources Records Division)
National Resources Planning Board	National Archives (Natural Resources Records Division)
National Screw Thread Commission	National Archives (Industrial Records Division) and Commerce Department
National Training School for Boys	National Archives (General Records Division) and Justice Department
National Wage Stabilization Board	Labor Department (Personnel Office)
National War Labor Board	Labor Department (Personnel Office)

Agencies Terminated After
March 4, 1933

National Youth Administration

Navy Manpower Survey Board

New York World's Fair Commission

Nutrition Division (Defense Health and Welfare Services Office)

Pacific War Council

Perry's Victory Memorial Commission

Petroleum Administration for War

Petroleum Administrative Board

Petroleum Coordinator for War

Petroleum Labor Policy Board

Physical Fitness Committee

President's Air Policy Commission

President's War Relief Control Board

Press Intelligence Division (National Recovery Administration)

Price Administration Office

Price Decontrol Board

Prison Industries Reorganization Administration

Agencies Now Having the
Personnel Records

Federal Security Agency (Administrator's Office)

No separate personnel records

National Archives (Legislative Reference and Records Division)

Agriculture Department (Production and Marketing Administration)

No separate personnel records

National Archives (Natural Resources Records Division) and Interior Department (National Park Service)

Interior Department

Interior Department

Interior Department

Interior Department

National Archives (Industrial Records Division) and Federal Security Agency

National Archives (General Records Division)

State Department

National Archives (General Records Division), Budget Bureau, and State Department

Commerce Department (Liquidation Division)

National Archives (Industrial Records Division)

National Archives (General Records Division)

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Processing Tax Board of Review	Tax Court of the United States
Production Management Office	National Archives (War Records Division)
Public Buildings and Public Parks of the National Capital	National Archives (Natural Resources Records Division), Interior Department (National Park Service), and Federal Works Agency
Public Buildings Branch (Procurement Division, Treasury Department)	Federal Works Agency
Public Roads Bureau	Federal Works Agency and Agriculture Department
Public Works Administration	Federal Works Agency (Microfilmed Records Division)
Puerto Rican Hurricane Relief Commission	National Archives (Natural Resources Records Division) and Interior Department
Resettlement Administration	Agriculture Department (Farmers Home Administration)
Retraining and Reemployment Administration	Labor Department (Personnel Office)
Rock Creek and Potomac Parkway Commission	National Archives (Natural Resources Records Division) and Interior Department
Rubber Development Corporation. <u>See Foreign Economic Administration.</u>	
Rubber Reserve Company	Reconstruction Finance Corporation
Rural Rehabilitation Division (Federal Emergency Relief Administration)	Agriculture Department (Farmers Home Administration)
Scientific Research and Development Office	National Archives (Industrial Records Division)
Seed Loan Office	Agriculture Department (Farmers Home Administration)

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Selective Service Records Office	Selective Service System
Selective Service System (World War II)	Selective Service System
Silk Textile Work Assignment Board	National Archives (Industrial Records Division)
Smaller War Plants Corporation	National Archives (Industrial Records Division), Reconstruc- tion Finance Corporation, and Commerce Department
Soil Erosion Service	Agriculture Department (Soil Con- servation Service)
Solid Fuels Administration for War	Interior Department
Special Adviser to the President on Foreign Trade	National Archives (Industrial Records Division) and Export- Import Bank
Special Committee of the Senate Investigating the Munitions Industry	National Archives (Legislative Reference and Records Division)
Special Committee of the Senate to Investigate Lobbying Activi- ties	National Archives (Legislative Reference and Records Division)
Special Committee of the Senate to Investigate the National Defense Program	National Archives (Legislative Reference and Records Division)
Special Mexican Claims Commission	State Department
State and Local Cooperation Divi- sion (Advisory Commission to the Council of National Defense)	National Archives (War Records Divi- sion)
Strategic Bombing Survey	Army Department (Records Administra- tion Center, St. Louis, Mo.)
Strategic Services Office	Central Intelligence Agency and State Department
Subcommittee of the Senate Com- mittee on Interstate Commerce That Investigated Railroads	National Archives (Legislative Reference and Records Division)

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

Submarine Board	National Archives (War Records Division)
Subsistence Homesteads Division	Agriculture Department (Farmers Home Administration)
Supervising Architect's Office	Federal Works Agency and Treasury Department
Supply Priorities and Allocations Board	National Archives (War Records Division) and Commerce Department
Surplus Property Administration	War Assets Administration, Reconstruction Finance Corporation, and State Department
Surplus Property Board. <u>See</u> Surplus Property Administration.	
Surplus Property Office	Reconstruction Finance Corporation
Surplus Property Office (Interior Department)	War Assets Administration
Surplus War Property Administration. <u>See</u> Surplus Property Administration.	
Temporary Controls Office	No separate personnel records
Temporary National Economic Committee	National Archives (Legislative Reference and Records Division)
Textile Industry Inquiry Board	National Archives (Industrial Records Division)
Third World Power Conference (American National Committee)	National Archives (General Records Division)
Thomas Jefferson Bicentennial Commission	National Archives (Legislative Reference and Records Division)
Treasury Solicitor (Justice Department)	Justice Department and Treasury Department
United States Board of Mediation	National Mediation Board
United States Employment Service	Labor Department (Personnel Office) and Social Security Administration (Employment Security Bureau)

Agencies Terminated After
March 4, 1933

United States Geographic Board

United States Housing Authority

United States Housing Corporation

United States Information Service

United States Railroad Administration

United States Shipping Board

United States Shipping Board
Bureau

United States Shipping Board
Merchant Fleet Corporation

Wage Adjustment Board

War Assets Corporation (Recon-
struction Finance Corporation)

War Communications Board

War Finance Corporation

War Food Administration

War Information Office

War Manpower Commission

Agencies Now Having the
Personnel Records

National Archives (Natural
Resources Records Division) and
Interior Department

Housing and Home Finance Agency
(Public Housing Administration)

National Archives (Industrial
Records Division) and Housing and
Home Finance Agency (Home Loan
Bank Board)

Budget Bureau

National Archives (Industrial
Records Division)

National Archives (Industrial
Records Division) and Maritime
Commission

National Archives (Industrial
Records Division) and Maritime
Commission

National Archives (Industrial
Records Division) and Maritime
Commission

Labor Department (Personnel Office)

War Assets Administration and Recon-
struction Finance Corporation

No separate personnel records

National Archives (General Records
Division)

Agriculture Department (Production
and Marketing Administration)

State Department (Departmental Per-
sonnel Division and Foreign Service
Personnel Division)

National Archives (Industrial
Records Division), Labor Depart-
ment, and Social Security Administra-
tion (Employment Security Bureau)

Agencies Terminated After
March 4, 1933

Agencies Now Having the
Personnel Records

War Mobilization and Reconversion
Office

National Archives (Industrial
Records Division) and Commerce
Department

War Mobilization and Reconversion
Office Advisory Board

National Archives (Industrial
Records Division)

War Production Board

National Archives (War Records Divi-
sion)

War Refugee Board

National Archives (General Records
Division)

War Relocation Authority

National Archives (Industrial
Records Division)

War Resources Board

No separate personnel records

War Shipping Administration

Maritime Commission

Wool Textile Work Assignment Board

National Archives (Industrial
Records Division)

Work Projects Administration

Federal Works Agency (Microfilmed
Records Division)

COPY:AJH

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. GLAVIN
FROM : H. L. EDWARDS
SUBJECT: * * * * *

DATE: 10/14/48

This morning (10-14-48), Mr. Eames telephonically advised me that the captioned employee had reported to him that he had been approached by a Mr. Stewart from Archives in the Justice Cafeteria the other day. Mr. Stewart ostensibly was trying to recruit some of our people for jobs at Archives. St. John said that Stewart was a complete stranger to him, came over to the table, asked if he might sit down, and upon sitting down, he introduced himself to St. John and engaged him in conversation regarding his present position and then told him that Archives had some good jobs in its Records Section, and that he could start in SP-4, which would be a promotion for St. John. He also indicated that he had secured several names of our folks and had lined them up through a Miss. Robinson. He gave St. John his phone number, Code 163, extension 418, which is at Archives.

The writer telephonically contacted Mr. Stewart and ascertained from him that his full name is Charles L. Stewart, and he occupies the position of Archivist in charge of the Justice Section. Upon being asked whether he had been approaching any of our folks in this building regarding employment at Archives, he admitted that he had, and then he related that after 1:30 p.m. the other day, he was having lunch in our cafeteria and happened to sit at the table where Mr. St. John was eating. In casual conversation with him he learned that he was working in this building, and then he told him that he needed a replacement in Archives in SP-4, and if he were interested in it, he should contact Mr. Stewart.

Mr. Stewart denied that he had lined up several other employees of ours, but he did explain that the Department of Justice sends several messengers over to Archives and they have observed at Archives that the messengers appear to be alert, wide-awake people, and on occasions they have contacted a Miss Robinson in the Department to ascertain the position, grade and salary and anything else they can regarding these people.

The writer advised Mr. Stewart that we did not appreciate his coming over here and doing what appeared tantamount to open recruiting on our premises, telling him that it was obvious that Mr.

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162-37683-55

F B I
76 NOV 9 1948

51 NOV 29 1948

EX-1

G. I. R. - 7

mc

ORIGINAL COPY FILED IN 67-4247-12

St. John's morale was affected, and that such activities did have a tendency to adversely affect the morale of our section. Furthermore, he was informed that we urgently needed all of our people and that we went out and recruited them and spent a lot of the government's time and money in bringing them in here, and we were not in a position to spare any of them. It was suggested to him that in the future if he desires to get any information regarding any of our people or to contact them on our premises, that he first take the matter up through the Personnel Office, and we would be very cooperative.

Mr. Stewart said that he didn't think there was anything wrong with his talking to any of our people, whereupon the writer told him that certainly from a legal standpoint he was probably correct, but that there were other than legal issues involved here, such as the questionable ethics of his activities.

Later in the conversation Mr. Stewart said that he had not realized that St. John worked for the FBI, thinking he worked for the Department of Justice. He further said that the Miss Robinson he mentioned was definitely not an FBI employee.

The conversation terminated by Mr. Stewart stating that in the future he would refrain from talking to any of our folks on our premises for the purpose of trying to interest them in employment at Archives.

Mr. Eames is making a further check to endeavor to identify the Miss Robinson who might have been contacted by Stewart, and he is further going to reinterview St. John to see whether any additional information can be obtained in the light of Stewart's comments.

No further action appears to be necessary at this time, unless you feel that the circumstances are such here that a formal protest should be lodged with the Archives Department.

HLE:pam

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd *DLN*

FROM : Mr. Rosen *R*

SUBJECT: REQUEST FROM THE NATIONAL ARCHIVES
FOR INVESTIGATIONS OF AN APPLICANT NATURE

DATE: March 8, 1949

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Holmes
Miss Gandy

The attached communication from Mr. Wayne C. Grover, Archivist of the United States, requests that the Bureau conduct investigations of between 40 and 50 employees of the National Archives who have access to classified documents, especially those emanating from the War and Navy Departments.

Mr. Grover advises that he feels that it is very desirable that a full investigation be made of all such employees; that he has approached the Civil Service Commission and that they have indicated that they do not have the authority to conduct such investigations. He inquires as to whether jurisdiction of the FBI under Executive Order 9835 would allow the Bureau to conduct such investigations and if so, when it would be possible for the Bureau to commence the investigations.

As you know we handle similar investigations for the Bureau of the Budget, and the Office of the Secretary of Defense.

b2

RECOMMENDATION:

In view of the limited number of investigations requested by Mr. Grover, namely 40 to 50, it is recommended that we conduct the investigations provided we are reimbursed out of the funds of the Archives in the amount of \$200 per investigation to cover the expenses thereof.

For your approval, there is attached a letter to Mr. Grover to this effect.

Attachment

GCC:MMW *MMW*

Attached is letter for signature approval.

RECORDED

162-37683-56

F B I

23 MAR 31 1949

SIX

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

February 2

Mr. Tolson	✓
Mr. Clegg	
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

Honorable J. Edgar Hoover
Federal Bureau of Investigation
Washington 25, D. C.

Dear Mr. Hoover:

A portion of the record holdings of this agency are classified documents, especially some of those accessioned from the War and Navy Departments and other war agencies. Between 40 and 50 employees of the National Archives have access to these records in the course of their regular duties. All of them have been subjected to the regular loyalty check required by Executive Order 9835, but I feel strongly that a full field investigation should be made of all employees of the National Archives who handle security-classified documents up to and including top secret documents in the custody of the Archivist.

I have ascertained that the Civil Service Commission does not have authority to undertake a general investigation of employees of this agency or jurisdiction to take action in the cases of incumbent employees except those who are serving under a condition to their appointment that has not been removed and those whose eligibility was obtained through fraud.

I am mindful of the fact that the Federal Bureau of Investigation is authorized under Executive Order 9835 to conduct full field investigations in those cases where leads indicate derogatory information as to the loyalty of incumbent employees. However, I would like to know whether the Bureau could go further and make a full field investigation of such employees as I might designate who have access to security-classified documents. If the investigations can be undertaken, I should be pleased to know approximately when the task can be started.

Sincerely yours,

Wayne C. Grover
Archivist of the United States

ENCLOSURE

RECORDED - 76

162-376P3-56

F B I
23 MAR 21 1960

Handwritten:
New Mr. Lee 2/8/49
Let's Archivist 2/9/49

Handwritten:
S. J. [unclear]

cc: Mr. Ladd
Mr. Rosen
Mr. Callan
Extra copy

RECORDED 76

March 9, 1949

62-37683-54

Mr. Wayne C. Grover
Archivist of the United States
The National Archives
Washington, D. C.

Dear Mr. Grover:

I wish to acknowledge your letter of February 25, 1949, inquiring as to whether it would be possible for this Bureau to undertake investigations of between forty and fifty employees of the National Archives who have access to classified documents.

The Federal Bureau of Investigation does not have funds allocated to it for the purpose of conducting such investigations. It would be possible for this Bureau to conduct such investigations if arrangements could be effected whereby an administrative transfer of funds could be made to reimburse this Bureau for the expenses of such investigations, which would amount to \$200 per case.

Under such circumstances, this Bureau would be in a position to conduct not more than fifty such investigations. The investigations could be instituted at an early date following the completion of arrangements for the referral of the cases to this Bureau.

Sincerely yours,

J. Edgar Hoover

62-37683-54

RECEIVED
MAR 14 1949
FBI

U.S. DEPT. OF JUSTICE
RECEIVED
MAR 14 8 23 AM '49

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

GCC:MM

INDEXED

DATE 4/6/51

29

62 APR 15 1949

COMMUNICATIONS SECTION
MAILED 3
★ MAR 14 1949 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *mn*

FROM : F. W. WALKART *FW*

SUBJECT: REQUEST OF G.S.A. FOR SURVEY
OF NEW YORK OFFICE RECORDS

DATE: March 30, 1950

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

Reference is made to the attached letter dated March 28, 1950 from New York concerning a request of the National Archives to survey the records in our New York Office and the memorandum from Mr. Holloman dated March 27, 1950 concerning his telephonic conversation with ASAC Whelan concerning the same matter.

As you know, we have just submitted for clearance a request from the General Services Administration for similar data on the Bureau's accumulated records both in the field and at the Seat of Government. Obviously our survey here in Washington is identical with that being conducted in New York by G.S.A. I discussed this matter with Mr. DiGirolamo, the Department representative on Archival matters, and he in turn contacted representatives of General Services Administration. They advised us to ignore the request upon the New York Office in view of our overall survey being conducted here in Washington and requested that we accordingly advise their representative in the New York Office.

FWW:gs
Attachments

Wm JRM

k

2 ENCL

62-37683-56X

12510

RECORDED - 80

66-27

EX-6

3 26

Wm

53 MAR 31 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *MP*

DATE: March 27, 1950

FROM : Mr. Holloman *Ⓟ*SUBJECT: ~~NATIONAL ARCHIVES~~
RECORDS SURVEY

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

At 5:15 P.M. today ASAC Whelan, New York Office, called and stated that Mable V. Diehl, deputized representative of the National Archives, had addressed a letter to the New York Office under date of March 24, 1950, advising that Mable Diehl had been deputized for the purpose of conducting a records survey of the volume of active and inactive records accumulated by all Federal agencies in New York. She requested that a member of the New York Office be designated as a liaison representative in connection with our records in New York.

Mr. Whelan stated that he had taken no action in this matter and would take none until so advised by the Bureau.

FCH:mcq

ENCLOSURE 62-37683-56X
 27-12510
 RECORDED - 60
 INDEXED - 60
 APR 6 1950

EX-6

3
 4
 26
 ORIGIN REC

**Federal Bureau of Investigation
United States Department of Justice**

New York, N. Y.
March 28, 1950.

Director, FBI

Attention: Assistant Director L. B. Nichols

Re: REQUEST OF THE NATIONAL ARCHIVES
TO CONDUCT RECORDS SURVEY OF
NEW YORK OFFICE

Dear Sir:

Reference is made to my telephone conversation of March 28, 1950, with Mr. J. J. McGuire of the Bureau, in which I advised him of a letter received by this office, from MABEL V. DIEHL, Deputized Representative of The National Archives, 40 Wall Street, New York, N.Y., with reference to conducting a records survey of the New York office.

Pursuant to my conversation with Mr. McGuire, copy of the letter from Miss Diehl is being forwarded to the Bureau herewith. Pending Bureau advice, Miss Diehl's letter has not been acknowledged.

Very truly yours,

Edward Scheidt
EDWARD SCHEIDT
SAC

Encl.
ES:MT

~~DEFERRED RECORDING~~

RECORDED - 60
INDEXED - 60

ENCLOSURE

APR 6 1950

EX-6

REC.

62-37683-564

66-27-12510

*Letter N.Y. 3/31
from Nichols 3/31*

SAC, New York

March 31, 1950

Director, FBI

REQUEST OF G.S.A. FOR SURVEY
OF NEW YORK OFFICE RECORDS

RECORDED -

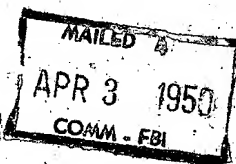
62-37683-56X
66-27-12510

Reference is made to your letter dated March 28, 1950 transmitting a photostatic copy of a letter from Mabel V. Diehl, Deputized Representative, National Archives, regarding a record survey of all Federal Agencies in the greater New York area.

For your information a survey of all the Bureau's records, including the field divisions, is being handled here at the Seat of Government at the request of the General Services Administration under whom National Archives is now supervised. Representatives of the General Services Administration have indicated that we should ignore this request in view of our work here in Washington. However, they also suggested that Miss Diehl be appropriately notified to the effect that no action is being taken on her request. Accordingly you should contact her in the near future concerning this matter.

FWW:gs

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____



RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
FBI
APR 3 12 57 PM '50
RECEIVED RECORDS ROOM
MAR 31 6 02 PM '50
U.S. DEPT. OF JUSTICE
FBI
7/3



GENERAL SERVICES ADMINISTRATION

The National Archives

~~Washington, D.C.~~
Deputized Representative
40 Wall Street - 8th Floor
New York, N.Y.

✓ MR. SCHEIDT
✓ MR. BELMONT
✓ MR. WHELAN
MR. COLLIER
MR. GRANVILLE
MR. HUGHES
MR. KENNEDY
MR. LEVINS
MR. MORGESHAULT
MR. ROSEN
MR. SUPERVISOR
MR. TOLSON
MR. TOLSON
MR. WALSH
MR. WOOL
CHIEF CLERK
PROPERTY CLERK
TRAINING UNIT

March 24, 1950

Mr. Edward Scheidt
Special Agent in Charge
Department of Justice
Federal Bureau of Investigations
607 U. S. Court House
Foley Square
New York, New York

Dear Mr. Scheidt:

Pursuant to the provisions of Title 40, Chapter 2-A, Section 233, of the Code of the Laws of the United States, the undersigned has been deputized by the Archivist of the United States to conduct a records survey of the volume of active and inactive records accumulated by all Federal Agencies in greater New York.

In order to accomplish the objectives of the survey and expedite its completion, it is requested that your Agency delegate a member of your staff who is familiar with the operations and records generated by your activity to serve as contact with the National Archives representative.

Will you kindly submit to this office the name, telephone number and extension of the person selected for contact in order that arrangements can be made for a personal visit to your Agency.

Your cooperation will be appreciated.

Very truly yours,

Mabel V. Diehl

Mabel V. Diehl
Deputized Representative
The National Archives

FBI - NEW YORK
MAR 27 1950

mt

National Archives

2 ENCL

mt

62-37683-✓

NOT RECORDED

110 JUL 14 1955

ORIGINAL COPY FILED IN 62-95461-14

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 3-28-50

FROM : F. W. WALKER

SUBJECT: RECORDS MANAGEMENT SURVEY

✓
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

Reference is made to my memorandum dated March 15, 1950 referring to a conference in the Department attended by the writer in connection with a records survey to be made for General Services Administration. ^(A)As you know Archives has been placed under the jurisdiction of the new Agency, "General Services Administration", and in that connection the latter Agency has requested certain data concerning the records of various Government Agencies.

There is attached two forms which G.S.A. desires filled in concerning Records Management and Record Holdings in the Bureau. As pointed out by Mr. DiGirolamo in charge of the Department File Room and also Records Disposal Officer for the entire Department, the forms are extremely sketchy and incomplete. They do not accurately explain what is wanted or how completely it should be set out. At the conference DiGirolamo attempted to fill in some of the details. In any event the Department intends to secure the data requested from all divisions, consolidate the information and forward it on to G.S.A. Much of this has been furnished before directly to Archives and is mostly repetitive. The data set forth on Page 2 under "Survey of Record Holdings" is based on information we had previously accumulated in March, 1949, and furnished to Archives. It was agreed by all present at the conference in the Department that for the purpose of this particular check there was no need for an additional survey to ascertain the current accumulation of records.

FWW:gs

Attachment

3-30-50

ADDENDUM:

RECORDED - 6
INDEXED - 6

APR 4 3 1950

If approved and signed, the writer will return the forms to Mr. DiGirolamo in the Department.

FWW:gs

Form sent to
DiGirolamo
4/3/50

OK
H.

OK
L.M.

OK
Rosen

51 APR 6 1950

RECORDS MANAGEMENT SERVICE

1. Agency:

Department of Justice, Federal Bureau of Investigation

2. Records management unit and organizational status:

Records Division.

This unit is a part of the Records and Communications Division under Assistant Director L. B. Nichols. This Division clears all disposal lists and schedules from the F.B.I. to the Records and Disposal Officer of the Department of Justice.

3. Head of unit:

Frank W. Mailart

4. Staffing: 210

The top supervisory staff of the Records Division consists of 20 employees.

5. Scope of activity:

☐ No a. Correspondence management
☒ Yes b. Reports control
☐ No c. Administrative issuances
☐ No d. Form control
☐ No e. Paperwork procedures
☒ Yes f. Microphotography

☐ Yes g. Mail Service
☒ Yes h. Files
☒ Yes i. Records retirement
☒ Yes j. Records storage and control
☐ No k. Space and equipment clearance
☐ l. Other (specify)

Organizational coverage:

As indicated above, this Division is responsible for all records matters throughout the entire Bureau.

6. Published instructions:

This Division is responsible for all instructions relating to records control and management.

7. Date of last inventory:

June, 1949

8. Inventory system:

Records are measured by cubic feet of occupied space.

9. Comments:

(Date)

(Signature)

62-95461-14

INVENTORY OF RECORD HOLDINGS

Agency:

Department of Justice, Federal Bureau of Investigation

1. <u>June, 1949</u> (date)	Cubic Feet	% Scheduled	Est. Ft. Permanent Value
D. C.	264,875	1.6	260,548
Field	81,687	95.5	0
Depositories	0	0	0
Total	346,562	23.8	260,548

2. Field stations (types, numbers, locations):

52 Field Divisions located in principal cities throughout the country.

3. Nature of scheduled records:

Housekeeping, personnel, and general correspondence records.

4. Nature of unscheduled records:

Investigative and case material as well as policy matters.

5. Comments:

Original to
Dpt

62-95461-14

ENCLOSURE

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON 25

Callahan

NOTICE

Effective April 4, 1949, custody of the 1917-1918 World War draft registration cards was transferred from the Bureau of the Census, Department of Commerce, to the National Archives.

We are informed by that agency that, in accordance with its usual practice, no charge will be made for furnishing information from the draft registration records.

All future inquiries concerning information from the World War I draft registration cards should be directed to the National Archives, Washington 25, D. C.

J. C. Capt

J. C. Capt
Director
Bureau of the Census

*memo 470
4/25/49
RA*

162-37683-
NOT RECORDED
23 APR 28 1949

6-102

52 MAY 19 1949

SAC, Washington Field

April 25, 1949

Director, FBI

REGISTRATION CARDS
WORLD WAR I *One*
SELECTIVE SERVICE

me

For your information there are transmitted herewith copies of a notice received from the Bureau of the Census, Department of Commerce, reflecting that custody of the 1917-1918 World War draft registration cards has been transferred to the National Archives, and that all future inquiries concerning such registration cards should be directed to the National Archives, Washington 25, D. C.

Attachment

HR:wsk

do

C.I.R. 27

RECORDED - 33

INDEXED - 33

Ex-31

162-3763-57

APR 28 1949

COMMUNICATIONS SECTION

MAILED 8

☆ APR 25 1949 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

54 MAY 19 1949

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

Mr. Tolson ✓
Mr. Ladd ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Harbo ✓
Mr. Belmont ✓
Mr. Mohr ✓
Miss Gandy ✓

TELETYPE

WASH 11 FROM SAN FRAN 4-11-50 5-58 PM PST

TJF

DIRECTOR URGENT - ATTENTION ASSISTANT DIRECTOR GLAVIN -

FEDERAL ARCHIVES, INFO CONCERNING. JOHN D. BAYLESS, CUSTODIAN, NATIONAL RECORDS MANAGEMENT CENTER, SAN BRUNO, CALIFORNIA. CONTACTED ME TODAY, EXHIBITING CREDENTIALS INDICATING HE IS A DEPUTY ACTING FOR MR. WAYNE C. GROVER, ARCHIVIST OF THE UNITED STATES. BAYLESS SHOWED AN ORDER SIGNED BY GROVER READING IN SUMMARY AS FOLLOWS: QUOTE. TITLE FORTY, CHAPTER TWO A, SECTION TWO THREE THREE, US CODE, PROVIDES THAT THE ARCHIVIST OF THE US IS EMPLOYED, INSIDE QUOTE, TO INSPECT PERSONALLY OR BY DEPUTY, THE RECORDS OF ANY AGENCY OF THE US GOVERNMENT WHATSOEVER AND WHERESOEVER LOCATED, END INSIDE QUOTE, AND ALL PERSONS IN CHARGE OF SUCH RECORDS ARE REQUIRED TO GIVE HIM OR HIS DEPUTY HIS FULL COOPERATION. IF THE ADMINISTRATIVE HEAD OF ANY DEPARTMENT, THE RECORDS OF WHICH ARE BEING INSPECTED UNDER THIS DEPUTIZATION, SHALL DECLARE ANY SUCH RECORDS ARE CONFIDENTIAL, AND IF SUCH ADMINISTRATIVE HEAD SHALL GIVE HIM SUCH GENERAL INFORMATION CONCERNING THE NATURE AND SUBJECT MATTER OF THE RECORDS AS MAY ENABLE THEM TO BE IDENTIFIED, THE ARCHIVIST OR HIS DEPUTY SHALL NOT EXAMINE THE INDIVIDUAL DOCUMENTS OR MAKE ANY INSPECTION OF THE RECORDS OTHER THAN MAY BE NECESSARY TO DETERMINE THEIR QUANTITY AND THE PHYSICAL CONDITION UNDER WHICH STORED. UNQUOTE.

COPIES DESTROYED
270 OCT 6 1964
National Archives

ONE PAGE ONE

RECORDED - 101

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APR 26 1950

34

PAGE TWO

I REFERRED MR. BAYLESS TO THE BUREAU. HOWEVER, IN TALKING TO HIM HE ADVISED ME THAT HE BELIEVED A SIMILAR CHECK WOULD BE MADE IN THE MAJOR CITIES OF THE NATION BASED UPON A CONTEMPLATED PLAN TO SET UP FOUR FEDERAL RECORDS CENTERS, IN NEW YORK CITY, WASHINGTON DC, CHICAGO ILLINOIS, AND SAN FRANCISCO CALIFORNIA. HE ALSO FURNISHED ME A MIMEOGRAPHED QUESTIONNAIRE WHICH I AM FORWARDING TO THE BUREAU AIRMAIL TO THE ATTENTION OF ASSISTANT DIRECTOR GLAVIN, WHICH BAYLESS REQUESTED BE FILLED OUT BY THE BUREAU, CONCERNING THE FILES OF THIS OFFICE. APPARENTLY SIMILAR QUESTIONNAIRES WOULD BE GIVEN AT OTHER OFFICES CONTACTED. BAYLESS STATED THAT HE HAD BEEN GIVEN TO UNDERSTAND THAT CLEARANCE FOR THIS SURVEY HAD BEEN OBTAINED FROM ALL DEPARTMENT HEADS AT THE SEAT OF GOVERNMENT. NO ACTION BEING TAKEN HERE PENDING ADVICE FROM THE BUREAU.

KIMBALL

HOLD PLS

We most certainly are not going to allow examination of our files. Get in touch with Jones & make that very plain - K.
cc. Mr. Glavin

APRIL 12, 1950

W National Archives

SAC, SAN FRANCISCO

ROUTINE

RETEL FEDERAL ARCHIVES, INFO CONCERNING. JOHN D. BAYLESS, RECORDS MANAGEMENT CENTER

SAN BRUNO, CALIFORNIA SHOULD BE ADVISED THAT RECORDS SURVEY OF ALL BUREAU RECORDS BEING CONDUCTED BY HEADQUARTERS AND INFORMATION WILL BE FURNISHED TO ARCHIVES. ARCHIVES IS AWARE OF THIS ARRANGEMENT AND YOU SHOULD ALSO ADVISE BAYLESS TO THIS EFFECT. UNDER NO CIRCUMSTANCES SHOULD BAYLESS BE ALLOWED TO EXAMINE YOUR FILES OR OBTAIN ANY DATA RELATED THERETO FROM YOUR OFFICE.

HOOVER

FWW:gs

INITIALED
DIRECTOR'S OFFICE

RECEIVED - DIRECTOR
F B I
U. S. DEPT. OF JUSTICE
APR 12 7 51 PM '50

UNRECORDED COPY FILED IN 62-37683-58

COPIES DESTROYED
270 OCT 6 1964

*initialed for Dir over
Miss Gandy*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

RECORDED
COMMUNICATIONS SECTION

APR 12 1950

EX-9

APR 19 1950

62-37683-58

R-312

TELETYPE

424P

R

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *cc*

DATE: April 12, 1950

FROM : F. W. WAIKART

SUBJECT: RECORDS SURVEY BY GENERAL SERVICES ADMINISTRATION

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

m.v. Reference is made to the attached teletype from San Francisco dated April 11, 1950, referring to a visit to that office of a representative of Archives to survey the Bureau Records. The Archive representative, Mr. Bayless presented an order which among other things stated "The Archivist of the United States is empowered to inspect personally or by deputy, the records of any agency of the U. S. Government whatsoever and wheresoever located----". The Director noted that we most certainly are not going to allow such examination of our files and that Wayne C. Grover, the Archivist, should be advised accordingly.

On National Archives In the absence of Mr. Grover I talked to Herbert Angel, Director of Records Management at Archives. He explained that the order exhibited by their representative in California was a direct quote from the National Archives Act passed in 1934. It was not intended nor will their representative personally examine any federal records. On the other hand the purpose of the order is to introduce the Archives representative for the purpose of determining the volume, type and intended disposition of records maintained by various government agencies in different parts of the country. As you will recall the same situation has just been experienced by our New York Office which they reported to us by letter dated March 28, 1950.

New York was instructed to inform the Archivist representative that a records survey of both field and S.O.G. records is being conducted through Headquarters at Washington and Archives would be ultimately advised. The survey has, in fact, been completed and only last week we turned over to the Department data reflecting the volume of records both here in Washington and in the field.

(See 62-80802-486 attached)

Mr. Angel agreed that there was no necessity whatever for their representatives either in California or New York to check in any manner the records of the F.B.I. He did desire if possible to secure a breakdown of the volume of field records as maintained by our San Francisco and New York Office. This can very easily be determined from information we have already compiled, and unless advised to the contrary this data will be furnished, as is usually customary, to Mr. DiGirolamo in the Department for transmittal to Archives. It was also pointed out to Mr. Angel that if either he or any other representative of the Archives or General Services Administration had any inquiries concerning the Bureau's records they could contact me. DiGirolamo, the Department Records Officer, was advised of my conversation with Angel.

FWW:glb

RECORDED - 101

APR 26 1950

34

53 MAY 15 1950

COPIES DESTROYED

270 OCT 6 1964

Memorandum to Mr. Nichols
April 12, 1950

- 2 -

In line with the above, there is attached a wire to San Francisco instructing them to advise the Archives representative there, that this matter is being handled through Headquarters here in Washington. There is also attached a Bulletin to all field offices in the event contacts may subsequently be made of them by Archives representatives. In this latter regard, Mr. Angel was uncertain when and if any such surveys might be made in the future, however, he did indicate that some were contemplated. He will attempt to advise his people not to contact the F. B. I. Offices, however it is believed desirable for us to forewarn our offices anyway.

JBN
for



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

IN REPLY, PLEASE REFER TO

FILE No. _____

April 14, 1950

SAC LETTER NO. 26
Series 1950

SAC	ALBANY	DENVER	MILWAUKEE	PORTLAND
	ALBUQUERQUE	DETROIT	MINNEAPOLIS	RICHMOND
	ANCHORAGE	EL PASO	MOBILE	ST. LOUIS
	ATLANTA	HONOLULU	NEWARK	SALT LAKE CITY
	BALTIMORE	HOUSTON	NEW HAVEN	SAN ANTONIO
	BIRMINGHAM	INDIANAPOLIS	NEW ORLEANS	SAN DIEGO
	BOSTON	KANSAS CITY	NEW YORK	SAN FRANCISCO
	BUFFALO	KNOXVILLE	NORFOLK	SAN JUAN
	BUTTE	LITTLE ROCK	OKLAHOMA CITY	SAVANNAH
	CHARLOTTE	LOS ANGELES	OMAHA	SEATTLE
	CHICAGO	LOUISVILLE	PHILADELPHIA	SPRINGFIELD
	CINCINNATI	MEMPHIS	PHOENIX	WASHINGTON, D. C.
	CLEVELAND	MIAMI	PITTSBURGH	QUANTICO
	DALLAS			

National Archives

RE: RECORD SURVEYS CONDUCTED BY NATIONAL ARCHIVES

Since National Archives has been taken over by the General Services Administration, surveys have been conducted in various parts of the country concerning the volume, type and content of records in Government Departments. According to National Archives the purpose for these surveys is to determine the volume and nature of Government Records in different parts of the country in order to provide for appropriate storage facilities after they become obsolete or inactive.

It is quite possible that a representative of National Archives or General Services Administration may contact your office in this regard. You should not, under any circumstances, allow such a representative to view our records or obtain statistics concerning them. They should be advised that such matters are handled by the Seat of Government. This procedure has been agreed to by National Archives.

Very truly yours,

John Edgar Hoover

Director

DECLASSIFIED BY SP8 Btg/dcg
ON 5/2/83 cr:dyg 6/14/84

DUPLICATE

62-37683-✓
62-95461-✓
62-8000-✓
NOT RECORDED
62 APR 25 1950

COPIES DESTROYED
270 OCT 6 1964

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-28-1113

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: September 27, 1950

FROM : Mr. Jones

SUBJECT:

I received a call from a Miss Rebec, who works at the National Archives, for a 16 mm. sound film to be shown before the Sides Settlement House, 219 I Street, Northwest, on this coming Monday, October 2. Arrangements were made for Miss Rebec to pick up a copy of "The FBI" around noon on Monday. The group has the necessary sound projector equipment and operator.

Washington, D.C.

MAJ:lch

Mr. Tolson	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Holmes	_____
Miss Gandy	_____

RECORDED - 122

INDEXED - 122

62-37683-59
SEP 29 1950

CRIM. REC.

63 OCT 6 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, PHILADELPHIA

SUBJECT: REFERENCE MATERIAL
ADMINISTRATIVE

DATE: October 12, 1950

It has recently come to the attention of this office that the National Archives, Washington, D. C., have a booklet published entitled, "Disposition of Records of Government Agencies Discontinued Since 1933". This booklet sets forth the location of personnel files of discontinued agencies as well as the location of personnel files concerning presently operated agencies.

It is requested that the above mentioned booklet be obtained for this office inasmuch as it is believed it will be a valuable investigative aid when efforts are being made to verify former government employments. Possibly the Bureau would desire to furnish a copy of this booklet to each Field Office.

*Let Phila 11-9-50
memo Warrent to Nichols 11-9-50
WMM.*

RECORDED - 26

INDEXED - 26

62-37683-60

NOV 29 1950

FOUR (4)

52 DEC 11 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-9-50

FROM : F. W. WALKART

SUBJECT: NATIONAL ARCHIVES PAMPHLET CONCERNING FEDERAL AGENCIES
TERMINATED SINCE 1933

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Mohr

Tele. Room

Nease

Gandy

There is attached hereto for approval a letter to Philadelphia in reply to their letter of October 12, 1950, which forwards the publication compiled in 1945 by the National Archives entitled, "A List Of Federal Agencies Terminated Since 1933 And Agencies Now Having Custody Of Their Personnel Records". As is suggested by the title it lists on its 15 pages Federal Agencies which were discontinued since 1933 and the respective Agencies or Departments having custody of its records.

The Philadelphia Office suggested that the Bureau may desire to disseminate this pamphlet to other Bureau Offices as an investigative aid to verify former Government employees. However, nowhere in this publication is there listed any locality other than Washington, D. C. and therefore there would be little point in providing this to other offices since any leads would necessarily be directed to the Washington Field Office.

WMM:rmb
Attachment

Right
RECORDED - 26

INDEXED - 26

NOV 29 1950

62-37683-61

6-10

SAC, Philadelphia

November 9, 1950

Director, FBI

NATIONAL ARCHIVES PAMPHLET CONCERNING FEDERAL AGENCIES
TERMINATED SINCE 1933

Reurlet 10-12-50.

RECORDED - 26

62-37683-61

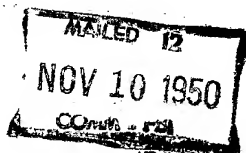
Forwarded herewith is a publication by the National Archives
entitled, "A List Of Federal Agencies Terminated Since 1933 And Agencies
Now Having Custody Of Their Personnel Records".

This is presumed to be the booklet referred to in referenced
letter by a slightly different title. The further dissemination of this
pamphlet to other Bureau Offices is not deemed to be of any particular
benefit.

Attachment

WMM:rmb

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy



52 DEC 11 1950

RECEIVED READING ROOM
FBI
NOV 9 7 16 PM '50
U.S. DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE — BY SP8 BTJ/dg

(F) FIELD OFFICE FILES -- Under date of March 12, 1951, a memorandum was addressed to all Federal Agencies in the States of Colorado, New Mexico, Wyoming and Utah by Mr. Otto G. Klein, Regional Director of the General Services Administration, Region 8, Denver, Colorado.

This mimeographed memorandum announced the establishment of a Records Management Service for the purpose of fulfilling the provisions of the Federal Records Act of 1950, Public Law 754, 81st Congress. This memorandum also stated that "during the next 90 days the Records Management Service will obtain from agencies general information as to quantity and character of their records."

It is desired that if any inquiries are received by you from the General Services Administration concerning the maintenance of records in your office you refer them to the Bureau in Washington.

(G) EXHIBIT ROSTER -- There is being forwarded to you an exhibit poster to be displayed in the reception room of your office. Included with this poster is an easel which can be easily assembled.

It is the Bureau's intent to furnish other posters of a similar nature from time to time as a source of public information.

4-27-51
SAC LETTER NO. 41
Series 1951

- 4 -

162-37683-✓
NOT RECORDED
70 AUG 5 1955

ORIGINAL FILED IN 66-04-1324

NATIONAL ARCHIVES

mK

707 National Savings Bank Building
Albany 7, New York

April 30, 1951

Mr. Arthur Miller
Deputy Regional Director
Records Management Service
General Services Administration
250 Hudson Street
New York 13, New York

Dear Mr. Miller:

Your letter of April 26, 1951, addressed to our
Utica, New York office, has been referred to me for reply.

Please be advised that we are referring your
letter requesting a records survey regarding the volume of
active and inactive records accumulated by this office, to
our headquarters in Washington, D. C. for appropriate
attention.

Very truly yours,

PAUL J. SHINE
Special Agent in Charge

cc: - Bureau (In line with instructions contained in
SAC Letter #41, Series 1951, dated 4/27/51,
Paragraph F, captioned "Field Office Files,"
the original letter and attachment received
from Mr. MILLER under date of 4/26/51 is
being forwarded to the Bureau herewith for
appropriate attention.)

Encls to Bureau - 2

3 57
Memorandum to Mr. Nichols dated 5-12-51
FWM

File - the action
RECORDED - 57
EX-130

62-37683-61X
62-37683-51
ENCLOSURE
62-80802-517
MAY 22 1951
13
CRIME REC.

GENERAL SERVICES ADMINISTRATION
250 Hudson Street
New York 13, New York

April 26, 1951

Dept. of Justice
F.B.I.
Room 327 Fed. Bldg.
Utica, N. Y.

Gentlemen:

Pursuant to the provision of Public Law 754 Title V Section 505 the General Services Administration is conducting a records survey of the volume of active and inactive records accumulated by all Federal agencies.

In order to accomplish the objectives of the survey and expedite its completion, it would be appreciated if your Office complete the attached survey form for your activity.

Will you kindly submit the completed questionnaire to this Office by May 14, 1951.

This Office will be available to render any necessary assistance should you encounter any problems in completing the questionnaire.

Sincerely yours,

Arthur Miller

ARTHUR MILLER
Deputy Regional Director
Records Management Service

Attachment

62-37683-61X
~~62-37683-39~~

ENCLOSURE

SEARCHED.....	INDEXED.....
SERIALIZED.....	FILED.....
APR 30 1951	

Bureau

AGENCY:

- (a) Title of Field Activity
- (b) Address
- (c) Contact Person - Telephone Exchange

SPACE:

- (a) () Leased If Leased, what is rental?
- (b) () Government-owned
- (c) What is the total amount of square footage being occupied by the Agency?

VOLUME OF RECORDS:

BRIEF DESCRIPTION OF RECORDS:

- (a) Housekeeping
- (b) Operating

RECORDS RETIREMENT SCHEDULES:

Percentage of records covered by a schedule:

- (a) Housekeeping
- (b) Operating

Cite existing schedules

- (a) Housekeeping
- (b) Operating

TERMINAL DATES OF RECORDS:

COPIES DESTROYED
270 OCT 6 1964

ENCLOSURE

62-95461-39

~~62-95461-39~~

REMARKS:

- (a) Are the records broken yearly? ☐ Yes ☐ No
- (b) When were the files last inventoried?
- (c) Is the distinction between record and non-record clearly understood? ☐ Yes ☐ No
- (d) What is the volume of inactive records in square footage?
- (e) How often are these inactive records referred to monthly?
- (f) Would the Agency approve transfer of its inactive records to a GSA records center? ☐ Yes ☐ No
- (g) What type of records equipment contain the inactive records?

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : F. W. WAIKANT

SUBJECT: SURVEY OF FBI FIELD RECORDS

DATE: 5-12-51

Tolson ☒

Ladd ☒

Clegg ☒

Glavin ☒

Nichols ☒

Rosen ☒

Tracy ☒

Harbo ☒

Belmont ☒

Mohr ☒

Tele. Room ☒

Nease ☒

Gandy ☒

Attached is a letter dated 4-30-51 from the Albany Office which refers to an attached letter received by that office from the Government Services Administration's New York branch concerning a records survey of the volume of active and inactive records. The original request was of the "FBI at Utica, New York", to complete and submit a questionnaire (also attached). In line with instructions in SAC letter #41, Series 1951, dated 4-27-51, the Albany Office referred the matter to the Bureau.

Mr. DiGiralamo, Records Officer for the Department of Justice, was contacted and in turn talked to a Mr. Eldredge, the Official at the U. S. Archives who is directing the over-all survey from Washington. Mr. DiGiralamo reported that Mr. Eldredge was apologetic for the fact that his men had contacted us in the Field, inasmuch as previous orders had issued that no FBI offices were to be contacted since all matters with us were to be handled between the Agencies at Washington. He stated that no further inquiries of this nature were likely to happen, but that if they should, we should feel free to ignore them entirely.

RECOMMENDATION:

No further action.

Attachments

WMM:jw

RECORDED - 57

INDEXED - 57

EX-130

MAY 22 1951

CRIMINAL

WAIKANT

ENCLOSURE

60 JUN 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE March 20, 1953

FROM : R. G. Travers

SUBJECT: ~~Mimeographed Publication~~
Concerning Principal Officials
in the Executive Branch

G.I.R.-6

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

On today's date, by referral from the Director's Office, the writer talked with Mrs. Berry of the Federal Register Division, National Archives, Code 151, extension 6256. Mrs. Berry stated that her office periodically publishes a mimeographed pamphlet identified as, PRINCIPAL OFFICIALS IN THE EXECUTIVE BRANCH Appointed January 20 - March 2, 1953, a copy of which is attached. She stated that under the Department of Justice the Director of the Federal Bureau of Investigation, John Edgar Hoover, was listed.

Mrs. Berry stated last week she received a call from the Personnel Section of the Department of Justice inquiring why the Director of the FBI was listed. She did not know the name of the person who called.

It was ascertained from Mr. Adler of the Department of Justice that when he received the attached pamphlet, he inquired from the Federal Register Division why the Director of the FBI was listed because this pamphlet reportedly lists the appointees subsequent to January 20, 1953, and Mr. Hoover has been appointed as Director of the FBI for a number of years; he thought it was misleading and that was the reason for his inquiry.

Mrs. Berry was informed that the call came from Mr. Adler of the Department of Justice who was interested only in correcting the record to reflect that Mr. Hoover had been appointed Director of the FBI prior to January 20, 1953.

ACTION

None. This is prepared for informational purposes only.

Attachment
PGT:gcm

INDEXED-84

RECORDED-24

MAR 25 1953

51 MAR 13 1953

maybe go but sounds
like a name like to
cover some of Andretti's
inside blows.

ENCLOSURE

62-37683-62

PRINCIPAL OFFICIALS

in the

EXECUTIVE BRANCH

Appointed

January 20 - March 2, 1953

NOTE: This list is limited to appointments made after January 20, 1953. Names contained herein replace corresponding names appearing in the 1952-53 U.S. Government Organization Manual.

Federal Register Division
National Archives and Records Service
General Services Administration
Washington 25, D.C.

62 - 37683 - 62

MEMBERS OF THE CABINET

John Foster Dulles, of New York,
Secretary of State.

George M. Humphrey, of Ohio, Secre-
tary of the Treasury.

Charles Erwin Wilson, of Michigan,
Secretary of Defense.

Herbert Brownell, Jr., of New York,
Attorney General.

Arthur E. Summerfield, of Michigan,
Postmaster General.

Douglas McKay, of Oregon, Secretary
of the Interior.

Ezra Taft Benson, of Utah, Secretary
of Agriculture.

Sinclair Weeks, of Massachusetts,
Secretary of Commerce.

Martin P. Durkin, of Maryland,
Secretary of Labor.

THE PRESIDENT

President of the United States.--
Dwight D. Eisenhower

EXECUTIVE OFFICE OF THE PRESIDENT

The White House Office

1600 Pennsylvania Avenue NW.
National 8-1414

The Assistant to the President.--

Sherman Adams

Assistant to The Assistant to the
President.--Maxwell M. Rabb

Special Assistant to The Assistant
to the President.--Roger Steffan

Special Assistants in the White
House Office:

Charles F. Willis, Jr.

L. Arthur Minnich, Jr.

Special Counsel to the President
(Acting Secretary).--Thomas E.
Stephens

Secretary to the President (Press).--

James C. Hagerty

Assistant Press Secretary.--Murray
Snyder

Acting Special Counsel to the Presi-
dent.--Bernard M. Shanley

Special Assistant to the President.--
Major General Wilton B. Persons
(USA. Ret.)

Special Assistants in the White
House Office:

Gerald D. Morgan

Bryce N. Harlow

Homer H. Gruenther

Special Assistant to the President.--
C. D. Jackson

THE PRESIDENT

President of the United States.--
Dwight D. Eisenhower

EXECUTIVE OFFICE OF THE PRESIDENT

The White House Office

1600 Pennsylvania Avenue NW.
National 8-1414

The Assistant to the President.--
Sherman Adams

Assistant to The Assistant to the
President.--Maxwell M. Rabb
Special Assistant to The Assistant
to the President.--Roger Steffan
Special Assistants in the White
House Office:

Charles F. Willis, Jr.

L. Arthur Minnich, Jr.

Special Counsel to the President
(Acting Secretary).--Thomas E.
Stephens

Secretary to the President (Press).--
James C. Hagerty
Assistant Press Secretary.--Murray
Snyder

Acting Special Counsel to the Presi-
dent.--Bernard M. Shanley

Special Assistant to the President.--
Major General Wilton B. Persons
(USA. Ret.)

Special Assistants in the White
House Office:

Gerald D. Morgan

Bryce N. Harlow

Homer H. Gruenther

Special Assistant to the President.--
C. D. Jackson

EXECUTIVE OFFICE OF THE PRESIDENT
Continued

The White House Office
Continued

Administrative Assistants to the
President:

Robert Cutler
Gabriel Hauge
Emmet J. Hughes

Personal Secretary to the President.--

Mrs. Ann C. Whitman

Military Aide to the President.--

Lt. Col. Robert L. Schulz, USA.

Naval Aide to the President.--

Comdr. Edward L. Beach, USN.

Air Force Aide to the President.--

Maj. William G. Draper, USAF.

Physician to the President.--

Maj. Gen. Howard McC. Snyder, USA.

Military Liaison Officer.-- Col. Paul

T. Carroll, USA.

Acting Secretary to the Wife of the
President.-- Mrs. Mary Jane

McCaffree

Executive Clerk.--William J. Hopkins

Chief Usher.--Howell G. Crim

EXECUTIVE OFFICE OF THE PRESIDENT
Continued

Bureau of the Budget

Executive Office Building.
EXecutive 3-3300

Director.--Joseph M. Dodge

Central Intelligence Agency

2430 E Street NW. EXecutive 3-6115

Director.-- Allen W. Dulles

Office of the Director for
Mutual Security

Executive Office Building.
EXecutive 3-3300

Director for Mutual Security.--
Harold E. Stassen

Deputy Director.-- William McNear
Rand*

Office of Defense Mobilization

Executive Office Building.
EXecutive 3-3300

Director.--Arthur S. Flemming,
Acting

* Nominated 2/25/53.

DEPARTMENT OF THE TREASURY

Fifteenth Street and Pennsylvania
Avenue NW. EXecutive 3-6400

Secretary of the Treasury.--George M.
Humphrey

Consultant and Special Deputy to
the Secretary on Debt Management
and Monetary Policies.--

W. Randolph Burgess

Special Assistant to the Secretary.--
Dan Throop Smith

Assistant to the Secretary in charge
of Public Relations.--Nils A.
Lennartson

Under Secretary of the Treasury.--
Marion B. Folsom

Assistant Secretary of the Treasury.--
H. Chapman Rose

Assistant Secretary of the Treasury
in charge of International
Finance.--Andrew N. Overby

Administrative Assistant Secretary.--
William W. Parsons

General Counsel.--Elbert P. Tuttle
Treasurer of the United States.--

Mrs. Ivy Baker Priest

Commissioner of Internal Revenue.--
T. Coleman Andrews

Special Consultant on Organiza-
tional and Management Matters.--
O. Gordon Delk, Jr.

Superintendent of the Mint in
Denver.--Mrs. Alma K. Schneider

DEPARTMENT OF STATE

Twenty-first Street and Virginia
Avenue NW. REpublic 7-5600

Secretary of State.--John Foster
Dulles

Under Secretary of State.--Walter B.
Smith

Under Secretary of State for Admin-
istration.--Donold B. Lourie
Administrator, Bureau of Security
and Consular Affairs.--Robert
W. S. McLeod

Assistant Secretaries of State:

For Public Affairs.--Carl W.
McCardle

For Congressional Relations.--
Thruston Ballard Morton

For Inter-American Affairs.--
John Moors Cabot

For European Affairs.--Livingston
T. Merchant (Nom. 2/27/53)

For Administration.--Edward T.
Wailes (Announced 2/27/53)

Legal Adviser.--Herman Phleger
Administrator, International Infor-
mation Administration.--Robert L.
Johnson (Announced 2/24/53)

Diplomatic and Foreign Services:

Ambassadors:

To Great Britain.--Winthrop W.
Aldrich

To Italy.--Mrs. Clare Boothe
Luce

To France.--C. Douglas Dillon

To China.--Karl L. Rankin

To Spain.--James Clement Dunn

To Mexico.--Francis White
(Nom. 2/25/53)

To India and Nepal.--George V.
Allen (Nom. 2/27/53)

To Russia.--Charles E. Bohlen
(Nom. 2/27/53)

DEPARTMENT OF STATE - Cont.

Diplomatic and Foreign Services,
continued:

U. S. High Commissioner for
Germany.-- James B. Conant

United Nations:

U.S. Representative on the Human
Rights Commission of the Eco-
nomic and Social Council of the
UN.--Mrs. Oswald B. Lord

U.S. Representative to the UN and
Representative in the Security
Council.--Henry Cabot Lodge, Jr.

Deputy U.S. Representative to the
UN and Deputy Representative in
the Security Council.--James J.
Wadsworth

DEPARTMENT OF DEFENSE

The Pentagon. Liberty 5-6700

Secretary of Defense.--Charles Erwin
Wilson

Deputy Secretary of Defense.--Roger
M. Kyes

Assistant Secretary of Defense
(Manpower and Personnel).--John A.
Hannah

Assistant Secretary of Defense
(International Security Affairs).--
Frank C. Nash

Assistant Secretary of Defense
(Comptroller).--W. J. McNeil

Department of the Army

Secretary of the Army.--Robert T.
Stevens

Under Secretary of the Army.--
Earl D. Johnson

Department of the Navy

Secretary of the Navy.--Robert B.
Anderson

Under Secretary of the Navy.--
Charles S. Thomas

Department of the Air Force

Secretary of the Air Force.--
Harold E. Talbott

Under Secretary of the Air Force.--
James H. Douglas, Jr.

Assistant Secretary of the Air Force.--
H. Lee White

DEPARTMENT OF JUSTICE

Constitution Avenue and Tenth
Street NW. REpublic 7-8200

Attorney General.--

Herbert Brownell, Jr.

Executive Assistant to the Attor-
ney General.--Charles M. Metzner

Confidential Assistant to the Attor-
ney General.--Anthony G. Russo

Deputy Attorney General.--William P.
Rogers

Assistant Attorney General,

Executive Adjudications Division.--

J. Lee Rankin

Assistant Attorney General, Tax
Division.--H. Brian Holland

Assistant Attorney General, Criminal
Division.--Warren Olney, 3d.

Assistant Attorney General, Civil
Division.--Warren E. Burger

(Director, Federal Bureau of Investi-
gation.--J. Edgar Hoover)

POST OFFICE DEPARTMENT

Twelfth Street and Pennsylvania
Avenue NW. STerling 3-3100

Postmaster General.--Arthur E. Summer-
field

Special Assistant.--L. D. Bloomer

Deputy Postmaster General.--Charles R.
Hook, Jr.

Assistant Postmaster General in charge
of Transportation.--John C. Allen

Chief Post Office Inspector.--David H.
Stephens

DEPARTMENT OF THE INTERIOR

C Street between Eighteenth and
Nineteenth Streets NW.

REpublic 7-1820

Secretary of the Interior.--Douglas
McKay

Special Assistant.--Raymond Davis
Under Secretary of the Interior.--
Ralph A. Tudor

Assistant Secretary of the Interior
and Acting Commissioner, Bureau of
Reclamation.--Fred G. Aandahl

Assistant Secretary of the Interior.--
Orme Lewis

Administrative Assistant Secretary.--
D. Otis Beasley

Solicitor.--Clarence A. Davis

Governor of Hawaii.--Samuel Wilder
King

DEPARTMENT OF AGRICULTURE

Fourteenth Street and Independence
Avenue SW. REpublic 7-4142

Secretary of Agriculture.--Ezra Taft
Benson

Executive Assistant to the Secretary.--

Daken K. Broadhead

Administrative Assistants:

John C. Davis

Frederick W. Babbel

Under Secretary of Agriculture.--

True D. Morse

Assistant Secretary of Agriculture in
charge of the Research, Extension,
and Land-Use Group.--J. Earl Coke

Assistants to the Secretary:

Don Paarlberg

Whitney Gilliland

Director, Agricultural Credit Serv-
ices.--Romeo E. Short

Director, Departmental Administra-
tion.--Richard D. Aplin

Director, Commodity Marketing and
Adjustment.--John H. Davis

Solicitor.--Karl D. Loos

Director, Extension Service.--Clarence
M. Ferguson

Administrator, Production and Market-
ing Administration.--Howard H.
Gordon

Commodity Credit Corporation:

President.--John H. Davis

Members, Board of Directors:

True D. Morse

J. Earl Coke

John H. Davis

Romeo E. Short

Howard H. Gordon

Oris V. Wells

Director, Office of Foreign Agricul-
tural Relations.-- Francis R. Wilcox

DEPARTMENT OF COMMERCE

Fourteenth Street between Consti-
tution Avenue and E Street NW.
Sterling 3-9200

Secretary of Commerce.--Sinclair Weeks
Special Assistants to the Secretary:
Charles F. Honeywell
William S. Kilborne
Stanley M. Rumbough, Jr.
James C. Worthy

Under Secretary of Commerce.--Walter
Williams

Under Secretary of Commerce for Trans-
portation.--Robert B. Murray, Jr.

Assistant Secretary of Commerce for
International Affairs.--Samuel W.
Anderson

Assistant Secretary of Commerce for
Domestic Affairs.--Craig R. Sheaffer

General Counsel.--Stephen F. Dunn
Commissioner of Patents.--Robert
Clement Watson

Director of the Census.--Robert W.
Burgess

DEPARTMENT OF LABOR

Fourteenth Street and Constitution
Avenue NW. EXecutive 3-2420

Secretary of Labor.--Martin P. Durkin
Under Secretary of Labor.--Lloyd A.
Mashburn

Solicitor.--Harry N. Routzohn
(Nom. 3/2/53)

INDEPENDENT AGENCIES

Economic Stabilization Agency (811
Vermont Avenue NW. STerling 3-0167)

Administrator.--Arthur S. Flemming

Office of Rent Stabilization (Twenty-
fourth Street and Oklahoma Avenue
NE. LIncoln 3-9590)

Director of Rent Stabilization.--
William G. Barr (acting)

Federal Civil Defense Administration
(1930 Columbia Road NW.
HUDson 3-5500)

Federal Civil Defense Administra-
tor.-- Val Peterson

Federal Security Agency (Fourth Street
and Independence Avenue SW. EXecu-
tive 3-6300)

Administrator of Federal Security.--
Mrs. Oveta Culp Hobby
Assistant to the Administrator.--
Jack B. Beardwood

Housing and Home Finance Agency (1626
K Street NW. EXecutive 3-4160)

Administrator.--Albert M. Cole (Nom.
2/25/53)

Mutual Security Agency (806 Connecti-
cut Avenue NW. STerling 3-6400)

Director for Mutual Security.--
Harold E. Stassen
Deputy Director.--William McNear
Rand (Nom. 2/25/53)

For additional information,
call U. S. Government Organization
Manual Staff
REpublic 7-7500, Branch 6256

62-37683-63, 64, 65, 66, 67, 68

CHANGED TO

63-5222-1, 2, 3, 4, 5, 6

MAR 4 1959

jl

C

SAC, Washington Field

April 8, 1955

Director, FBI

SOUME
ESPIONAGE - R

Reference is made to your airtel dated April 5, 1955, setting forth your difficulty in examining the records pertaining to the military production of the United States in the National Archives. This matter has been referred to the Department for the purpose of having a letter directed to the appropriate official of the National Archives to grant clearance for our agents to examine the pertinent records upon the presentation of their credentials.

You will be promptly advised when the Department has directed the letter to the Archives.

PGT'mmm
(3)

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 65-58068-126X

(Cover memo Mr. J. P. Mohr to Mr. Tolson dated 4/8/55 entitled "Soume, Espionage - R" PGT'mmm)

162-37683
NOT RECORDED

U.S. DEPT. OF JUSTICE

FBI

REC'D ESPIONAGE

170 APR 12 1955

APR 14 1955

BRADGAN

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Trotter
Tele. Room
Holloman

59 APR 15 1955

COMM - FBI
APR 11 1955
MAILED 28

ORIGINAL COPY FILED IN 65-58068-126X

AIRTEL

FBI WASH FIELD

4/5/55

DIRECTOR (65-58068)

DEFERRED

SOVME, ESP-R. REWFOLET 3/10/55, CONCERNING EFFORTS BEING MADE TO LOCATE CERTAIN ORIGINAL DOCUMENTS PERTAINING TO MILITARY PRODUCTION OF U.S. AT NATIONAL ARCHIVES. ROBERT KRAUSKOPF, RM 601, WAR RECORDS SECTION, ARCHIVES, WHO IS NOW ASSISTING IN SEARCH OF ARCHIVES RECORDS STATES LETTER OF CLEARANCE NECESSARY BEFORE CLASSIFIED W.P.B. (WHICH ARE OF INSTANT INTEREST), CAN BE MADE AVAILABLE FOR EXAMINATION BY THOSE OUTSIDE ARCHIVES; FURTHER THAT LETTER MUST NAME PERSON WHO IS GOING TO MAKE EXAMINATION; WHETHER REPRODUCTIONS ARE DESIRED AND DEGREE OF CLEARANCE. KRAUSKOPF STATES LETTER MUST BE SIGNED BY ONE OF DJ OFFICIALS NAMED IN LETTER DIRECTED BY S. A. ANDRETTA, ADMINISTRATIVE ASS'T ATTY. GEN. UNDER DATE 3/8/54 TO THE ARCHIVIST OF THE U.S. LETTER HAS SYMBOL A-5 IN LEFT CORNER AND NAMES THOSE AUTHORIZED TO SIGN LETTERS OF CLEARANCE FOR PERSONNEL OF THE DEPT. FOR ACCESS TO CLASSIFIED MATERIAL. KRAUSKOPF STATES FOREGOING NECESSARY BY VIRTUE SECURITY RULES ADOPTED BY ARCHIVES. WFO SUGGESTS BUREAU HAVE ANDRETTA DIRECT SUPPLEMENT TO ARCHIVIST TO INCLUDE NAMES OF DIRECTOR AND SAC, WFO AND ADVISE WFO DATE OF SUPPLEMENT IN ORDER THAT APPROPRIATE LETTER CAN BE PREPARED. MEANWHILE, KRAUSKOPF COOPERATING BY CONTINUING SEARCH OF CLASSIFIED RECORDS OF W.P.B. BUT STATES HE CANNOT MAKE RESULTS AVAILABLE UNTIL LETTER RECEIVED.

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 65-58068-1267

37 APR 22 1955

HWB:DEB

(4)

65-58068

LAUGHLIN 45 APR 19 1955

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Winterrowd
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Nease
Mr. Holloman
Miss Gandy

65-58068-1267

MR. TOLSON

April 8, 1955

J. P. Mohr

SOVME
ESPIONAGE - R

There is attached an airtel dated April 5, 1955, from the SAC at Washington Field Office which states that in connection with the above-captioned case it is necessary to review certain records at the National Archives. Robert Krauskopf, Archives, stated that letter of clearance is necessary before classified records can be made available for review. Such letter must name the person who is going to make examination and whether reproductions are desired and degree of clearance. Krauskopf stated that letter must be signed by one of the Department officials as set forth in the letter sent to the Archives by S. A. Andretta under date of March 8, 1954.

Bureau files negative with respect to copy of letter from Andretta to Archives under date of March 8, 1954.

Mr. Armando diGirelamo, Chief of the Records Administration Branch, Department of Justice, contacted re this matter and he was under the impression that the credentials of the Bureau agents were sufficient to examine records of Archives. He suggested that a memo be addressed to Mr. Andretta requesting authority for our agents to examine the pertinent records at the National Archives and he stated he would in turn direct a letter to the appropriate officials of Archives pointing out that our agents should be authorized to examine the records of the military production of the United States.

RECOMMENDATIONS

There is attached hereto for approval a memorandum to Mr. Andretta requesting that the appropriate officials of the National Archives be instructed to authorize the agents of this Bureau upon presentation of their credentials to examine the documents pertaining to the military production of the United States, or any other records and allowed to reproduce such records.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

cc: Mr. Belmont
Mr. Callahan
Attachments - 3

FOR INSTRUCTIONS AS
TO DISSEMINATION

SEE FILE 65-58268-124x

62-37683 ✓
NOT RECORDED
145 APR 19 1955

(OVER)

APR 22 1955

ORIGINAL COPY FILED IN 65-58268

There is also attached a letter to the SAC, WFO pointing out that Mr. Andretta has been requested to direct a letter to the National Archives authorizing our agents upon presentation of their credentials to examine documents pertaining to the military production of the United States and other records.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

62-37683-71
CHANGED TO
63-5222-7

MAR 4 1959

gle

C

COPY/was

CC: Messrs: Boardman
Belmont
Mohr
Tully

SAC, Washington Field (65-5044) (orig. & 1) May 9, 1955

Director, FBI (65-58068)

PERSONAL ATTENTION

SOMME
ESPIONAGE - R

ReBulet 4/14/55 relative to reviewing records at
the National Archives.

Attached is a copy of a letter from Mr. Wayne C.
Grover, Archivist of the United States, to Mr. S. A. Andretta,
Administrative Assistant Attorney General.

The Bureau has asked Mr. Andretta to direct a letter
to Mr. Grover, naming Mr. Leo L. Laughlin as the officer
designated by him to act in this matter. When Mr. Andretta
notifies the Bureau that he has done this, you will be instructed
to prepare a letter to Mr. Grover, naming a specific agent as
the individual authorized to examine (and reproduce if necessary)
classified documents up to "Top Secret" of any Government agency
no longer in existence. If the occasion arises where it is
necessary to examine classified records of a Government agency
presently in existence, which records are maintained by the
Archives, it will be necessary to obtain authority from the
agency head in question or arrange with that agency to make
these documents available to the Bureau. In the latter case,
you should clear the matter with the Bureau since it may be
more desirable for the Liaison Section of the Bureau to make
the necessary arrangements.

Enclosure

ERT:em
(7)

SEE MEMO Belmont to Boardman 5/6/55, SOVME
caption, ERT:em

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 65-58068-126X

62-37683-✓
NOT RECORDED
145 MAY 12 1955

59 MAY 16 1955

ORIGINAL COPY FILED IN 65-58068-1431

COPY/was

L. V. Boardman

May 6, 1955

A. H. Belmont

SOVME
ESPIONAGE - R

Memorandum Mr. Mohr to Mr. Tolson 4/8/55 discussed problem of examining classified records at National Archives on FBI credentials. We requested Mr. Andretta of Department to write Archives, authorizing FBI agents to examine classified documents upon presentation credentials. Andretta did so and Archive's reply 4/22/55 to Andretta stated personnel records classified "Confidential" can be examined by agents presenting credentials. Beyond this, Archives cannot give blanket authority and cites as reason number of restrictive statutes. Archives points out Executive Order 10501 states when classified info transferred to Archives by existing Government agencies, access to such info is limited to persons specifically so authorized by head of transferring agency or deputy. Archives suggests Bureau agents wishing access to classified documents of Government agencies no longer in existence "should have letter from Andretta or officer designated by him, naming the agent and stating he needs information in particular class or group of records bearing security classification up to specified grade." Archives states this clearance required from everyone of whatever rank in Defense, State and [] for access to their own classified records maintained at Archives.

b2

RECOMMENDATION:

We should have Andretta write Archives that Mr. Leo L. Laughlin, SAC, Washington Field Office, has been designated to sign appropriate letter to Archives. Thereafter, WFO should prepare letter to Archives naming one agent as authorized to examine classified documents (and reproduce same if necessary) up to "Top Secret" of any agency no longer in existence. If we wish to examine classified records of Govy. agencies now in

ERT:em

Enclosurer
65-58068

FOR INSTRUCTIONS AS
TO DISSEMINATION

CC: Mr. Boardman
Mr. Belmont
Mr. Mohr
Mr. Branigan
Mr. Tully

SEE FILE 65-58068-126X

(6)

59 MAY 10 1955

INITIALS ON ORIGINAL

62-37683-✓

NOT RECORDED

145 MAY 12 1955

ORIGINAL COPY FILED IN 65-58068-1430

existence, which records now maintained at Archives, we will have to obtain authority of agency head or deputy or arrange for that agency to make these documents available to the Bureau.

If you approve, a letter to Mr. Andretta and a letter to the Washington Field Office are attached.

"O. K. H"

Mr. J. Edgar Hoover, Director,
Federal Bureau of Investigation
S. A. Andretta, Administrative Assistant Attorney General

April 28, 1955

Attention: Mr. Nicholas Callahan

Transmitted herewith is a copy of a letter from Wayne C. Grover,
Archivist of the United States which is self-explanatory.

If there is any further action you wish us to take, we will be glad
to do so.

Attachment:

SAA
ADG:pjw

ENCL

62-37683-✓

NOT RECORDED

145 MAY 13 1955

ORIGINAL COPY FILED IN 65-58365-1432

NATIONAL ARCHIVES

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

April 22, 1955

Mr. S. A. Andretta
Administrative
Assistant Attorney General
Department of Justice
Washington 25, D. C.

Assistant
Budget Office
Civil Branch
Personnel Br.
Services Br.
Rec. Is Br.
Procurement Se

Dear Mr. Andretta:

Your letter of April 12 requests that agents of the Federal Bureau of Investigation upon presentation of their ordinary credentials be permitted to examine any records in the National Archives and to reproduce any records that may be needed in connection with their official investigations.

The regular procedures of the National Archives now provide that agents of the Federal Bureau of Investigation and other intelligence or investigative agencies shall be granted access to personnel records bearing the simple stamp "Confidential" on the strength of their regular identification cards. Beyond this provision I am unable to give a blanket authorization.

We are governed by a number of statutes referring in different terms to different groups or classes of records without making a clear exception for the Federal Bureau of Investigation; e.g. the Federal Reports Act (56 Stat. 1078); the Emergency Price Control Act of 1942 (56 Stat. 23); the Second War Powers Act of 1942 (56 Stat. 176). And under the provisions of Section 7(c) of Executive Order 10501 (18 FR 7053) access to security classified material that has been transferred to the National Archives by an existing agency is limited to persons who are specifically authorized to have such access by the head of the transferring agency or his deputy.

I am told that the immediate occasion for your letter may be a request of one of the Bureau's agents to have access to certain security classified documents among the records of the War Production Board. As that agency is no longer in existence, I have the authority to grant access to its records. I shall be happy to do so for any agent who will present a letter from you, or from some other officer designated by you, naming him and stating that he needs to have information contained in a particular group or class of records bearing a security classification up to a specified grade. This is the kind of clearance that is required from everyone of whatever rank in the Departments of Defense and State and the Central Intelligence Agency for access to their own security classified records in the National Archives.

Sincerely yours,

S. W.

ENCLOSURE

Wayne C. Grover

Archivist of the United States

ADMIN. SERV. DIV.

62-37683

CC: Messrs: Boardman
Belmont
Mohr
Tully

Mr. S. A. Andretta (orig. & 1)
Administrative Assistant Attorney General

May 9, 1955

Director, FBI

Attention: Mr. Armando diGirolamo

62-37683

EXAMINATION OF RECORDS
AT NATIONAL ARCHIVES

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 65-58068-126X

I have received your memorandum of April 28, 1955, transmitting a copy of a letter from Mr. Wayne C. Grover, Archivist of the United States, relative to the examination of records at the National Archives by FBI Agents.

It is noted that FBI Agents are granted access to personnel records classified "Confidential" at the National Archives by exhibiting FBI credentials. Mr. Grover states that access to classified documents of a Government agency still in existence, which documents are maintained at the Archives, is limited to persons specifically authorized to have such access by the head of the agency or his deputy. In connection with classified documents of a Government agency no longer in existence, Mr. Grover has authority to grant access to its records if our Agent will present a letter from you "or from some other officer designated by you, naming him and stating that he needs information contained in a particular group or class of records bearing a security classification up to a specified grade."

In view of the above ruling, it would be appreciated if you would direct a letter to Mr. Grover, designating Mr. Leo L. Laughlin, Special Agent in Charge of our Washington Field office, as the officer designated by you to act in this matter. Thereafter, we will have Mr. Laughlin write a letter to Mr. Grover, naming an Agent as the individual authorized to examine (and reproduce if necessary) classified documents up to "Top Secret" of any Government agency no longer in existence. If the occasion arises where it is necessary to examine classified records of a Government agency presently in existence, which records are maintained by the Archives, we shall obtain authority from the agency head in question.

MAILED 11

MAY 10 1955

COMM-FBI

SEE MEMO Belmont to Boardman, 5/6/55, captioned "SOURCE"

ERT:em

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
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Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

59 MAY 23 1955

ORIGINAL COPY FILED IN 65-58068-1432

Tickle

Belmont
Tully

Mr. S. A. Andretta (orig. & 1)
Administrative Assistant Attorney General

June 2, 1955

Director, FBI

Attention: Mr. Armando diGirolamo

EXAMINATION OF RECORDS
AT NATIONAL ARCHIVES

Attention is directed to my memorandum to you, dated May 9, 1955, requesting that you forward a letter to Mr. Wayne C. Grover, Archivist of the United States, designating Mr. Leo L. Laughlin, Special Agent in Charge of our Washington Field office, as the officer designated by you to act in this matter.

I would appreciate being advised of the date of your letter to Mr. Grover so Mr. Laughlin can refer to it in the communication he will direct to Mr. Grover, authorizing a Special Agent of the Washington Field office to examine (and reproduce if necessary) classified documents retained by the Archives.

Your cooperation in this matter is appreciated.

65-58068

ERT:em

(6)

1 - Washington Field

62-37683
NOT RECORDED
145 JUN 7 1955

FOR INSTRUCTIONS AND
TO DISSEMINATE
SEE FILE 65-58068-126X

COMM - FBI

JUN 2 1955

MAILED 26

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Parsons _____
Rosen _____
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Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

ORIGINAL COPY FILED IN 65-58068-1443

RECEIVED - BUREAU

WAB

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *W*

FROM : W. G. EAMES *W*

SUBJECT : NATIONAL ARCHIVES (62-37683)

DATE: 6-17-55

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 Boardman _____
 Nichols _____
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 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Yesterday afternoon SAC McCabe, Philadelphia Office, telephonically advised Mr. Waikart that Mr. Robert E. Edelstein, Chief of the Federal Records Center, General Services Administration, Philadelphia, had contacted the Philadelphia Office and requested statistics on volume of records in the Philadelphia Office. SAC McCabe stated that figures for current fiscal year had not been completed as fiscal year does not end until June 30, and he inquired as to whether such information should be furnished locally to GSA. Mr. Waikart advised SAC McCabe to inform Mr. Edelstein that statistics on volume of records in Philadelphia Office are furnished to Bureau headquarters where they are in turn furnished to the National Archives and Records Service, GSA, in Washington. SAC McCabe was further told to explain to Mr. Edelstein that such procedure had been approved previously by an official of the National Archives and Records Service in Washington in order that duplication would be prevented and that accuracy of the statistics was insured by centralized control at Bureau headquarters. Edelstein was also to be informed that an official of National Archives and Records Service would be reminded of this procedure. (In April, 1950, same situation arose in San Francisco. At that time Bureau advised Mr. Herbert Angel, Chief of the Records Management Branch of National Archives of the procedure we desired to follow. Mr. Angel agreed that there was no necessity for any field representatives of GSA to contact our offices locally. 62-95461-18)

The first thing this morning SA O'Connell telephonically contacted Mr. Herbert Angel, Chief, Records Management Branch, National Archives and Records Service, and told him of the inquiry at Philadelphia. Mr. Angel stated he knew of no reason why such an inquiry should have been made, but that he would check the matter. He asked whether the Bureau would have the figures for Philadelphia Office in the event they were necessary and SA O'Connell told him that we would have them shortly after the close of the fiscal year and that they would be available to him at that time in the event he desired them. Mr. Angel stated that would be fine and he knew of no reason to change our procedures in forwarding such statistics.

RECOMMENDATION:

RECORDED-96

None. For your information.

70 PFO:nle
 (3)

62-37683-72
 JUN 28 1955

60 JUN 29 1955

DIRECTOR, FBI (65-58068)

6/3/55

SAC, WFO (65-5044)

SOVME
ESPIONAGE - R

Rebulet 5/9/55 furnishing copy of a letter from Mr. WAYNE C. GROVER, Archivist of the United States, to Mr. S. A. ANDRETTA, Administrative Assistant Attorney General.

Please be advised that on May 13, 1955, this office received a copy of a letter from Mr. ANDRETTA to Mr. GROVER dated May 12, 1955. A copy thereof is attached. WFO is also in possession of a copy of Bureau letter dated June 2, 1955, from the Director to Mr. S. A. ANDRETTA, attention: Mr. ARMANDO DIGIROLAMO, requesting advice as to the date of Mr. ANDRETTA's letter to Mr. GROVER. It would appear that the Bureau has not received a copy of Mr. ANDRETTA's letter of May 12, 1955.

WFO is awaiting the Bureau's instructions regarding the preparation of a letter to Mr. GROVER, as noted in Bureau letter dated May 9, 1955.

LWRO:af
(3)
Enclosure (1)

1 ENCL

62-57653-V
NOT RECORDED
145 JUN 14 1955

ORIGINAL COPY FILED IN 65-58068-1445

May 12, 1955

C O P Y

Honorable Wayne C. Grover
Archivist of the United States
The National Archives
Washington 25, D. C.

Dear Mr. Grover:

Reference is made to our letter of April 12, 1955
and your letter of April 22, 1955, in connection with permitting
Agents of the Federal Bureau of Investigation to examine records
in the custody of the National Archives.

In compliance with the procedure suggested in your
letter, I have designated Mr. Leo L. Laughlin, Special Agent in
Charge of the Washington Field Office of the Federal Bureau of
Investigation, as the officer to request permission from the
National Archives for inspections of records by Agents of the
Federal Bureau of Investigation.

Sincerely yours,

S. A. ANDRETTA
Administrative
Assistant Attorney General

SAA
ADC:irk

CC to F.B.I. - Attention Mr. Leo L. Laughlin

ENCLOSURE

62-37683
ENCLOSURE

SAC, Washington Field (65-5044) (Only 1)

June 8, 1955

PERSONAL ATTENTION

Director, FBI (65-58068)

62-37683 ✓

SOVME
ESPIONAGE - R

Reurlet 6-3-55 advising that your office received a copy of a letter from Mr. E. A. Andretta, Administrative Assistant Attorney General, to Mr. Wayne C. Grover, Archivist of the United States, in which Mr. Andretta named you as the officer designated to request permission of the National Archives for an FBI Agent to examine classified documents.

You should now direct a letter to Mr. Grover naming one Agent and an alternate as the individuals authorized to examine classified documents (and reproduce same if necessary) up to and including "top secret" of any agency no longer in existence whose records are maintained at the National Archives.

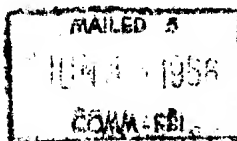
If it becomes necessary to examine classified records of Government agencies still in existence, which records are maintained at the National Archives, it will be necessary for you to obtain authority from the agency head or deputy or arrange for that agency to make such documents available to the Bureau.

NOTE:

FOR INSTRUCTIONS AS
TO DISSEMINATION
SEE FILE 65-58068-126X

For background on this matter see memo Belmont to Boardman 5-6-55 captioned as above.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Ladd _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____



ORIGINAL COPY FILED IN

Mr. J. Edgar Hoover, Director,
Federal Bureau of Investigation
S. A. Andretta, Administrative Assistant Attorney General

June 6, 1955

Attention: Mr. Leo L. Laughlin

Reference is made to your memorandum of June 2, 1955 in which you request the date of our letter to Mr. Wayne Grover, Archivist of the United States, in which we designate Mr. Leo L. Laughlin, Special Agent in Charge of the Washington Field Office, of the F.B.I., as the officer to request permission from the National Archives for inspections of records by Agents of the F.B.I.

The letter to Mr. Grover was dated May 12, 1955 and a copy was sent to Mr. Laughlin on that date.

SAA
ADG:pjw

62-37683-✓
NOT RECORDED
145 JUN 13 1955

SEARCHED.....INDEXED.....
SERIALIZED.....FILED.....
JUN 7 1955
FBI - WASH. F. O.

ORIGINAL COPY FILED IN 62-37683-1444

62-37683-73

SAC, Knoxville

July 27, 1955

RECORDED - 44
EX-121

Director, FBI (62-37683)

NATIONAL ARCHIVES AND RECORDS SERVICE

Reurlet 7-22-55 captioned Annual Statistical Summary of Records Holdings, GSA, Region 4.

Contact with Mr. Herbert E. Angel, Chief, Records Management Branch, National Archives and Records Service, GSA, Washington, D. C., reflects regional office of GSA at Atlanta, Georgia, is acting independently and without encouragement of headquarters at Washington, D. C., in requesting information as to volume of records in your office. For your information, Mr. Angel advises that he knows of no reason why this information necessary at regional level. Mr. Angel has been told that this information is available at Bureau Headquarters if needed, and that to insure accuracy of reporting and to prevent duplication, Bureau prefers to maintain and disseminate this information in Washington. Accordingly, you should advise GSA, Atlanta, Georgia, that in accordance with procedures approved by Records Management Branch, National Archives and Records Service, GSA, Washington, D. C., such information is maintained at Bureau Headquarters and is available to National Archives and Records Service in Washington at any time it is desired.

(X) PFO:nle
(5)

Note: By memorandum Eames to Nichols 7-25-55 it was pointed out Mobile Office had received same circular from regional office, GSA, Atlanta, Georgia. Mobile was advised to furnish same reply to GSA, Atlanta.

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Gandy _____

COMM - FBI
JUL 27 1955
MAILED 30

Time from

60 AUG 4 1955

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 7/22/55

FROM : SAC, KNOXVILLE (66-812)

SUBJECT: ANNUAL STATISTICAL SUMMARY OF RECORDS HOLDINGS,
GSA, REGION IVNATIONAL ARCHIVES

This office is in receipt of a mimeographed letter dated 7/8/55 from Mr. H. E. HARMAN, JR., Regional Director, GSA, Region IV, Atlanta, Georgia, a copy of which is attached.

This information was furnished the Bureau 7/6/55 and we have not in the past furnished such data to GSA, Atlanta. I am under the impression that the Bureau furnishes GSA the necessary information on a centralized basis; however, I would appreciate being advised by the Bureau in this regard. No answer will be furnished GSA, Atlanta, until a reply is received from the Bureau.

SSA:at
(3)
Enclosure

W
ENCL
44

LET TO KNOXVILLE
PFO:mla 7-27-55

RECORDED - 44

EX-121

62-37683-73
27 JUL 28 1955W
ENCLOSURE 2

GENERAL SERVICES ADMINISTRATION
REGION IV
50 SEVENTH STREET, N. E.
ATLANTA 23, GEORGIA

July 8, 1955

REGIONAL GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 75

TO : Heads of Federal Agency Field Offices Located in
General Services Administration, Region IV

SUBJECT: Annual Statistical Summary of Records Holdings

Regulations of the General Services Administration, Title 3, Federal Records, require Federal agencies to make a report to the National Archives and Records Service of records holdings at the close of each fiscal year. Many agency field offices use the prescribed Standard Form 136, Annual Statistical Summary of Records Holdings to inform their central offices of holdings in the field. Some use a form developed for this purpose by their own agency.

The information in this report is necessary to this GSA Regional Office in compiling statistics of records activity on a regional basis. We will appreciate your preparing one additional copy of the form used by your office and mailing it to

General Services Administration
Records Management Service
50 Seventh Street, N. E.
Atlanta 23, Georgia

H. E. Harman, Jr.
H. E. HARMAN, JR.
Regional Director

DISTRIBUTION F

62-37683-73

ENCLOSURE

SEARCHED.....	INDEXED.....
SERIALIZED.....	FILED.....
JUL 20 1955	
FBI - KNOXVILLE	

Office Memorandum • UNITED STATES GOVERNMENT

TO :

MR. NICHOLS

DATE: 7-25-55

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

FROM :

W. G. EAMES E

SUBJECT:

NATIONAL ARCHIVES

Annually we are required to submit through Department to National Archives Annual Statistical Summary of Records Holdings, which includes volume of records on hand at beginning and end of fiscal year and volume records disposed of during year.

Records Management Branch, National Archives and Records Service, GSA, has regional offices throughout the country. In past regional offices of GSA have contacted our Field Offices requesting volume of records holdings, which they stated were needed at local level. Contacts with Mr. Herbert E. Angel, Chief, Records Management Branch, National Archives and Records Service, on this matter resulted in Mr. Angel's advising there was no need for his regional offices to contact our Field Offices and that it would be entirely satisfactory for Bureau to maintain such statistics centrally in Washington, D. C.; that, if they were needed, they could be secured from Bureau at Seat of Government.

By letter 7-20-55, SAC, Mobile, advised General Services Administration, Atlanta, Georgia, by Circular #75 dated 7-8-55, had requested same statistical information as to volume of records that Mobile and other offices were required to report annually to Bureau. SAC, Mobile, stated that unless advised to the contrary by 7-29-55, this information would be furnished GSA at Atlanta.

SA O'Connell telephonically contacted Mr. Herbert E. Angel again to see whether this would occur throughout the country. Mr. Angel stated that a couple of regional heads had taken it upon themselves to secure this information at a local level and that his office neither asked them to do it nor had encouraged them. He said he had advised other Agencies who had called regarding matter that it was up to the Agency as to whether they desired to furnish the information. Mr. Angel said it was his intention to discuss matter with several regional heads to see why such information necessary in regional areas; that he saw at present no need for same. He added that if they convinced him it was necessary, ~~they~~ ~~he~~ he would merely contact us here in Washington. Volume of records on hand in our Field Offices then would be furnished to his regional offices. O'Connell told Mr. Angel that in order to insure accuracy of statistics and to prevent duplication, we preferred to report this information from Bureau headquarters in Washington; that it would be available at any time.

OPFO:nle
 (3)

Enclosure

64 AUG 5 1955

RECORDED - 39

62-37683-74

JUL 28 1955

E. SECT.

12-97214-1
 UNRECORDED
 (Cartographed Copy)

Memorandum to Mr. Nichols
Re: National Archives

7-25-55

Mr. Angel further advised he understood that the regional office at San Francisco has also sent out such circular.

Mobile Office by letter 7-5-55 advised it had 761.7 cu. ft. of records at beginning of year, 611.2 cu. ft. at end of year, and that it had disposed of 13.5 cu. ft. As can be seen Mobile Office should have disposed of greater volume of records to have such low total at end of year. Mobile explained this reduction by stating that in previous years all cabinets available were counted to arrive at totals without regard to whether certain cabinets were empty or contained "non-record" type material. Such cabinets not included in volume at close of current fiscal year. Change only affects volume of records on hand at beginning of fiscal year. This does not affect our current report ~~through~~ Archives as it is part of Bureau's total which we do not have to amend as it has previously been submitted. However, in order that we will have correct figures for past year for Mobile Office, it is being requested to re-adjust its figure for beginning of fiscal year. This particular instance points out need for centralized control of dissemination of these figures. For Mobile to furnish figures at regional level as originally reported might have caused additional correspondence with GSA, as question would probably have arisen as to why figure for volume of records was reduced by larger amount than that for records disposed of.

RECOMMENDATION:

1. That until Mr. Herbert E. Angel, Chief, Records Management Branch, National Archives and Records Service, GSA, makes a decision as to whether his regional offices have a need for statistical reports on volume of records from Field Office installations of the major bureaus, we continue to maintain and disseminate this information at the Seat of Government.
2. That the attached Air-Tel to the Mobile Office, advising them of Bureau policy in this matter, be approved.

For ELL *I Agree*
for

7-26-55

AIR-TEL

SAC, MOBILE

RE: NATIONAL ARCHIVES AND RECORDS SERVICE

Reurlet 7-20-55 captioned Annual Report on Volume of Records. Contact with Mr. Herbert E. Angel, Chief, Records Management Branch, National Archives and Records Service, GSA, Washington, D. C., reflects regional office of GSA at Atlanta, Georgia, is acting independently and without encouragement of headquarters in Washington, D. C., in requesting information as to volume of records in your office. For your information, Mr. Angel advises that he knows of no reason why this information necessary at regional level. Mr. Angel has been told that this information is available at Bureau Headquarters if needed, and that to insure accuracy of reporting and to prevent duplication, Bureau prefers to maintain and disseminate this information in Washington. Accordingly, you should advise GSA, Atlanta, Georgia, that in accordance with procedures approved by the Records Management Branch, National Archives and Records Service, GSA, Washington, D. C., such information is maintained at Bureau Headquarters and is available to National Archives and Records Service in Washington at any time it is desired.

It is noted in your letter 7-5-55 that in previous years cubic footage of certain cabinets had been included in your count which should not have been included. The cubic footage of these cabinets has been subtracted from end of year total, but cubic footage should also be subtracted from beginning of year total. In order for annual statistics for your office to be in balance for fiscal year 1955, you should immediately advise Bureau of the adjusted figure for volume of records on hand at beginning of fiscal year, July 1, 1954.

HOOVER

BUFILE 62-37683

PFO:nle
(5)

Memorandum to Mr. Nichols from W. G. Eames
PFO:nle 7-25-55

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Ladd _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

COMM - FBI

JUL 26 1955

MAILED 30

62-97214-1
 UNRECORDED
 (auto 5 filed copy)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 7/20/55

FROM : *7H*
MD SAC, Mobile (66-928)SUBJECT: ANNUAL REPORT ON VOLUME OF RECORDS -
FEDERAL RECORDS ACT OF 1950*o National Archives*
ReMolet 7/5/55.

By letter dated 7/8/55, their Circular No. 75, the General Services Administration, Atlanta, Georgia, requested this same statistical information as to the Volume of Records be furnished to them as they compile figures on a regional basis.

UACB by 7/29/55, GSA, Region IV, Atlanta, Georgia, will be furnished the information set forth opposite numbers 1, 2 and 3, not including the asterisk.

WRH:lo
(3)

*Memo James to
PFO:ndc 7-25-55
Air-Tel MOBILE
7-26-55 PFO:NLE*

RECORDED - 39

62-37682-75

JUL 28 1955

EX-104

4- [Signature] on file

(Unauthorized copy)
UNRECORDED COPY FILED IN 62-97214-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 29, 1955

FROM : SAC, Miami (66-2327)

SUBJECT: ANNUAL REPORT ON VOLUME OF RECORDS
FEDERAL RECORDS ACT OF 1950
SAC LETTER 55-34 (F), 5/10/55

① NATIONAL ARCHIVES

Remylet July 1, 1955.

This office is in receipt of a form letter from the Regional Director, General Services Administration, Records Management Service, 50 Seventh Street, N. E., Atlanta, Georgia, requesting a copy of the above report for the use of that office.

The Bureau is requested to advise whether this office may furnish the desired information direct to the Regional Office of the General Services Administration.

SBR:JHK

*NO answer necessary
SPC letter prepared 7/29/55
advising field of policy.
F. O'Connell*

RECORDED

62-37683-76
AUG 2 19559334
AUG 1 1955REC. SECT.
O'Connell

UNRECORDED COPY FILED IN 62-97214-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI.

DATE: 7/26/55

FROM : SAC, Savannah (66-1139)

SUBJECT: *NATIONAL ARCHIVES*
~~ANNUAL REPORT ON VOLUME OF~~
~~RECORDS.~~FEDERAL RECORDS ACT OF 1950,
SAVANNAH DIVISION

37

Attached herewith is Form letter dated July 8, 1955, from GSA, Records Management Service, 50 Seventh St., N. E., Atlanta, Ga., requesting each office within GSA Regional Division to furnish additional copy of captioned report for its information. In view of fact other field offices probably receiving similar requests Bureau may desire to furnish data directly. In event Bureau desires data be furnished locally, please advise.

7/28/55
no answer
necessary
OTO

JML:rp
(3)

Encl. (1)

SAC letter prepared

7/29/55

PFO: MCG

RECORDED - *62-37683-77*INDEXED - *62-37683-77*

9 AUG 3 1955

BT

P.F. O'Donnell
REC-55
OTO

107
7334
353

GENERAL SERVICES ADMINISTRATION
REGION IV
50 SEVENTH STREET, N. E.
ATLANTA 23, GEORGIA

July 8, 1955

REGIONAL GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 75

TO : Heads of Federal Agency Field Offices Located in
General Services Administration, Region IV

SUBJECT: Annual Statistical Summary of Records Holdings

Regulations of the General Services Administration, Title 3, Federal Records, require Federal agencies to make a report to the National Archives and Records Service of records holdings at the close of each fiscal year. Many agency field offices use the prescribed Standard Form 136, Annual Statistical Summary of Records Holdings to inform their central offices of holdings in the field. Some use a form developed for this purpose by their own agency.

The information in this report is necessary to this GSA Regional Office in compiling statistics of records activity on a regional basis. We will appreciate your preparing one additional copy of the form used by your office and mailing it to

General Services Administration
Records Management Service
50 Seventh Street, N. E.
Atlanta 23, Georgia

H. E. Harman, Jr.
H. E. HARMAN, JR.
Regional Director

SEARCHED.....	INDEXED.....
SERIALIZED.....	FILED.....
JUL 20 1955	
FBI - SAVANNAH	

DISTRIBUTION F

ENCLOSURE

62-37683-77

(Typed July 29, 1955)

**PERSONAL ATTENTION
STRICTLY CONFIDENTIAL**

Letter to All Special Agents in Charge:

**Re: Annual Report On Volume of Records
(Bureau File 62-37214)**

Re SAC Letter 55-34 F. All agencies submit annual statistical summary on volume of records holdings at close of fiscal year to National Archives and Records Service, General Services Administration, Washington, D. C. Summary for Field and Seat of Government prepared at Seat of Government and furnished through Department of Justice to National Archives and Records Service, General Services Administration, Washington, D. C. General Services Administration has many regional offices throughout the country. One regional office has requested several Bureau Field Offices to submit volume of records to the regional office at same time they are furnished to Bureau headquarters. Bureau prefers to maintain and disseminate this information in Washington in order to insure accuracy of reporting and to prevent duplication. Official, National Archives and Records Service, General Services Administration, Washington, D. C., has approved this procedure. Accordingly, the statistics on volume of records in your office should be furnished at local level to regional GSA Offices. If requests received, you should advise them that in accordance with procedures approved by Records Management Branch, National Archives and Records Service, Washington, D. C., such information is maintained at Bureau headquarters and is available to National Archives and Records Service in Washington at any time it is desired.

Very truly yours,

62-37683-

NOT RECORDED

117 AUG 5 1955

John Edgar Hoover
Director

PFO:mcg
(5)

Mobile, Knoxville and Savannah Offices by letters dated 7-20-55, 7-22-55 and 7-26-55 respectively, advised GSA Region 4, Atlanta, Georgia, had sent them form letter stating statistics on volume of records were necessary to regional offices on regional basis and that it would appreciate Field Office preparing additional copy of form used in submitting figures to Bureau headquarters. - See next page

64 AUG 6 1955

62-37683 (National Archives and Records Service)

Letter to All Special Agents in Charge:
Re: Annual Report on Volume of Records
(Bureau File 62-97214)

7-29-55

By memorandum Eanes to Nichols 7-25-55, National Archives and Records Service advised regional Office acting independently and without encouragement from Washington and that centralized procedure used by Bureau for many years need not be changed. Inasmuch as several offices have received these form letters, this SAC Letter is felt necessary at this time.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: May 23, 1956

FROM : Mr. A. H. Belmont

SUBJECT: **ADAM VON TROTT
ESPIONAGE - GERMAN
MORGENTHAU PAPERS**

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mason _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Nease _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

Reference is made to Mr. Rankin's memorandum to the Director of May 18, 1956, advising that a committee had been set up to study the withdrawal of documents from the files of government agencies by former government officials and employees, but due to pressure of other work and lack of interest, the matter was not pursued. Mr. Rankin inquired of the Bureau as to whether the reactivation of this committee would be of assistance to the Bureau in maintaining the security of documents we disseminate to government officials or whether such security could be maintained as effectively by some other means. Rankin asked for any general suggestions on the subject that we might consider appropriate.

In my memorandum March 23, 1956, you were advised that arrangements had been made through Liaison with the National Archives to have the Bureau summaries concerning the Adam Von Trott matter, which turned up in the Morgenthau Diary, removed from the Diary, sealed and retained in the office of the National Archivist with access thereto only upon permission of the Director, FBI. During this discussion with National Archives, we learned that a committee had been set up in Justice with representation from Bureau of Budget and General Services Administration to study the problem of what constituted the personal papers of government officials. We were advised that although the committee was several years old, the initial meeting had not been called. The above was brought to the attention of the Attorney General on March 29, 1956.

Subsequently, on May 9, 1956, Liaison obtained through National Archives 12 additional FBI documents that were found in review of six volumes of the Morgenthau Diary. We have arranged through National Archives to have any additional FBI documents removed and identified in their review of the entire Morgenthau Diary, which is comprised of 900 volumes. This is the initial complete review by the National Archives and is being done for the purpose of identifying all classified documents. At the completion of the review, we plan to have our documents removed from the Diary and sealed in the same manner as the Von Trott summaries.

Enclosure

JJD:jlf (9)

- 1 - Mr. Nichols
- 1 - Mr. Boardman
- 1 - Mr. Rosen
- 1 - Mr. Stanley
- 1 - Mr. Belmont
- 1 - Mr. Boardman

5-24-56
SENT DIRECTOR

- 1 - Liaison Section
- 1 - Mr. Daunt

NOT RECORDED

43 JUN 5 1956

ORIGINAL COPY FILED IN

Memorandum for Mr. Boardman

As to the current problem of the Morgenthau Diary, we are taking our own action to insure the security of our documents which are located in the Diary. Concerning Rankin's inquiry as to whether reactivating the above committee would be of assistance to the FBI, it is felt that this is an over-all government problem not peculiar to the FBI. It is a matter for Justice to decide and it is very apparent from the Morgenthau Diary that a problem does exist which requires remedial policy.

RECOMMENDATION:

If you approve, the enclosed letter for the Attorney General, with copies for Rogers and Rankin, be forwarded advising them of recent developments concerning the Morgenthau Diary and that the reactivation of the committee is a matter for their decision.

Handwritten signatures and initials:
JH
GM
OK
Vmm
11/22/52

- 2 - Rogers Rankin
- 1 - Yellow
- 1 - Mr. Nichols
- 1 - Mr. Boardman
- 1 - Mr. Rosen
- 1 - Mr. Stanley
- 1 - Mr. Belmont
- 1 - Mr. Branigan
- 1 - Mr. Daunt
- 1 - Liaison Section

May 14, 1956

THE ATTORNEY GENERAL

Director, FBI

ADAM VON TROTT
ESPIONAGE - GERMAN
MORGENTHAU PAPERS

On March 27, 1956, I advised you that three summary memoranda reflecting the results of an FBI investigation concerning the captioned individual had turned up in the Morgenthau Diary, which, as you know, is open to public inspection. You were informed that arrangements had been made with the National Archives to have these documents removed from the Diary, sealed and retained in the office of the National Archivist, to be reviewed only upon the authority of the Director, FBI. During the course of discussions with National Archives, it was learned that a committee had been set up in Justice Department with representation from the Bureau of the Budget and General Services Administration to study the problem as to what constitutes the personal papers of government officials.

By memorandum of May 18, 1956, Mr. Rankin inquired as to whether reactivation of this committee would be of assistance to the FBI in maintaining the security of the documents it makes available to government officials or whether such security can be maintained as effectively by some other means.

On May 9, 1956, the National Archives made available to this Bureau copies of twelve additional FBI documents, letters and investigative reports which were found in six volumes of the Morgenthau Diary. The Diary is now being reviewed in its entirety, 800 volumes, for the first time by the National Archives. We have made arrangements to have any additional FBI documents found during this review removed and identified. At the conclusion of this review, which is being conducted by the National Archives to identify all classified material, we plan to have the FBI documents removed from the Diary and sealed in the same manner as were the Von Trott summaries.

It is apparent that the problem as to what constitutes the personal papers of government officials is not peculiar to the FBI, but an over-all government problem. As to reactivating the above committee, we feel that is a matter for your decision.

JJD:jlf (13) SENT DIRECTOR FOR APPROVAL
Cover memo Belmont to Boardman dated 5-23-56, same caption, JJD:jlf

57 JUN 12 1956

ORIGINAL COPY FILED IN

Memorandum for the Attorney General

- 1 - Mr. William P. Rogers**
Deputy Attorney General
- 1 - Assistant Attorney General**
J. Lee Rankin

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mason _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Nease _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. A. H. Belmont

DATE: May 11, 1956

FROM : Mr. R. R. Roach

SUBJECT: FBI DOCUMENTS IN THE MORGENTHAU DIARY

Tolson _____
 Boardman _____
 Nichols _____
 Belmont _____
 Harbo _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Sizoo _____
 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Gandy _____

You will recall that in March, arrangements were made by Liaison to have three FBI summaries concerning Adam Von Trott, an espionage matter, removed from the Morgenthau Diary, sealed and retained in the Office of the National Archivist, Washington, D. C.

Archives

Walter Robinson of the National Archives advised Liaison May 9, 1956, that he had discovered 12 additional FBI documents while reviewing six volumes of the Morgenthau Diary, copies of which had been requested by the Eastland Committee, along with numerous other papers contained in these six volumes. Robinson pointed out that no one in the General Services Administration (GSA) or the National Archives has reviewed the Morgenthau Diary in its entirety. The complete Diary contains 900 volumes and there is no way of telling how much other Bureau material is located in the Diary.

According to Robinson the classified material in the six volumes requested by the Eastland Committee is being withheld from the Committee until GSA and the National Archives receive a ruling from Assistant Attorney General Rankin. The 12 Bureau documents are being considered classified. In addition to the Committee's request, there is the problem that these documents and undoubtedly many more are a part of the Morgenthau Diary which is maintained at Hyde Park, New York, and available for review by anyone upon permission of former Secretary Morgenthau. At the present time the Diary is located in the National Archives Building, having been moved down from Hyde Park in anticipation of many more requests from the Eastland Committee. According to Robinson and Baron Shacklette, Director of Compliance, GSA, a representative of GSA will review the entire Morgenthau Diary. They have offered to have this representative pull all FBI material that he comes across during his review of the entire Diary. There is enclosed a memorandum identifying the 12 documents and briefly describing the contents of each, located by National Archives in their review of the six volumes of the Morgenthau Diary. Also enclosed are Photostats of the documents which were obtained from National Archives.

Enclosures

- 1 - Mr. Nichols
 1 - Mr. Belmont
 1 - Mr. Hennrich
 1 - Liaison Section
 1 - Mr. Daunt

ENCLOSURE

filed with original

62-59417

62-37683-1

NOT RECORDED

46 JUL 11 1956

JUL 11 1956

ORIGINAL COPY FILED IN 62-59417-29

ENCLOSURE

60 JUL 11 1956
 mem 34 Mr. Tolson from LBN, LBN to 5/16/56

Memorandum for Mr. Belmont

ACTION:

1. If you approve, arrangements will be made with GSA to have any additional FBI documents in the 900 volumes removed and identified during their review.

*James A Mc Main SSA
Imaging the review well
Rep us advised
5-21-56 JJC*

Yes.
[Signature]

2. Upon completion of the above review, which is estimated will take at least 30 days, consideration will be given to have all FBI documents removed from the Diary, sealed and maintained in the Office of the National Archivist, with access thereto only upon permission of Director, FBI.

Yes.
[Signature]

3. That Mr. Nichols contact the Eastland Committee and determine why they desire these 12 documents.

Yes *[Signature]* *✓* *[Signature]* *Yes* *[Signature]*

62-37683-78
CHANGED TO
63-5222-9

MAR 4 1959

js

C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: December 13, 1956

FROM : MR. R. R. ROACH

SUBJECT: ① NATIONAL ARCHIVES
DOCUMENT DECLASSIFIER
POSITION AVAILABLE

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Today, Mr. Fred Hartzsch, Assistant Administrator, General Services Administration, called Mr. Whaley of the Liaison Section and wanted to know if the Bureau knew of any former agents who would be immediately available to take a job at the National Archives. This position consists of declassifying material at the Archives and would be in Grade GS-11. Mr. Hartzsch stated that because of the security nature of the job he would like someone with an FBI background and would like him immediately. Mr. Whaley advised Mr. Hartzsch that he would check and let him know as soon as possible.

RECOMMENDATION:

If you approve, Liaison will advise Mr. Hartzsch that the Bureau knows of no one available at this time in connection with the above assignment.

WTW:jlh
(4)

- 1 - Mr. Belmont
- 1 - Liaison Section
- 1 - Mr. Whaley

RECORDED - 14

EX-110

62-37683-79
13 DEC 27 1956318
67 JAN 2 1957

62-37683-80
CHANGED TO
63-5222-10

MAR 4 1959

pls

C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NEASE

DATE: April 22, 1958

FROM : L. E. SHORT

SUBJECT: ~~RETIREMENT OF OLD RECORDS~~

Tolson _____
 Nichols _____
 Boardman _____
 Belmont _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 Nease _____
 Tele. Room _____
 Holloman _____
 Gandy _____

The Administrative Division forwarded to the Records Branch the attached General Services Administration Circular No. 153 dated April 7, 1958. The circular is directed to heads of Federal agencies and points out that it is highly desirable that all old records, particularly those produced during the 19th century, be released to the National Archives and Records Service. In addition, the circular requires that records over 50 years old be forwarded to the Archivist of the United States or that the Archivist be informed in writing that the records cannot be transferred. Also, it is indicated that if there are no records over 50 years old the Archivist should be so notified in writing.

There are no records over 50 years old in the possession of the Records Branch. The oldest material retained by the Bureau relates to World War I activity and that correspondence is contained in the Old German, Miscellaneous and Bureau Section Files. Mr. R. C. Anderson, Supervisor, Identification Division, has advised that there is no fingerprint material in the Identification Division which is 50 years old.

RECOMMENDATION:

That the attached letter be forwarded to Assistant Attorney General S. A. Andretta, Department of Justice, advising that there are no records in the possession of this Bureau which are 50 years old.

LES:umk
 (4)

Enclosures - 2

1 *sent* 4-23-58

REC-83

62-37683-81

24 APR 28 1958

EX-123

2 ENCLOSURE
 83

EX-123

3
 RLS

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

April 7, 1958

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 153

TO: Heads of Federal Agencies

SUBJECT: Retirement of Old Records

1. General. Although nearly all the older records of the Federal Government are now in the custody of the National Archives and Records Service, some individual documents and series of documents of considerable age and of great value for historical research are known to be in the possession of various Federal agencies. Some of these documents are being retained for exhibit purposes or because of the intrinsic value that is attached to them by their custodians.
2. Purpose. It is highly desirable that all old records, particularly those produced during the 19th century, be released to the National Archives and Records Service. The Federal Records Act of 1950, as amended by Public Law 85-51 approved June 13, 1957, authorized me

to direct and effect the transfer to the National Archives of the United States of any records of any Federal agency that have been in existence for more than fifty years and that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, unless the head of the agency which has custody of them shall certify in writing to the Administrator that they must be retained in his custody for use in the conduct of the regular current business of the said agency.

3. Action Requested. The head of each Federal agency is requested to take one of the following actions:

a. If there are records over 50 years old in his custody,

- (1) offer them to the Archivist of the United States for transfer to the National Archives if the records are in Washington, D. C.;

*Encl.
memo Shatt to Nease*

LES:umk 4-22-58 COPIES DESTROYED ENCLOSURE

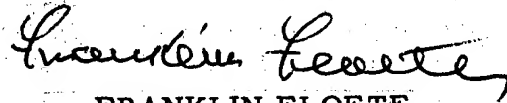
270 OCT 6 1964

62-37683-81

- (2) offer them to the appropriate GSA Regional Commissioner for transfer to the Federal Records Center if the records are in the field; or
 - (3) if the records cannot be so transferred, inform the Archivist of the United States in writing of this fact, describing the records and why they must be retained.
- b. If no records over 50 years old are in his custody, the Archivist of the United States should be so notified in writing.

The use of documents for exhibit purposes should not be considered as a use in the conduct of regular current business of an agency. Records transferred to the National Archives and Records Service may be borrowed for temporary exhibits, provided that the exhibit techniques and facilities will ensure their preservation and safety.

Action is requested by June 30, 1958.



FRANKLIN FLOETE
Administrator

over
Mr. S. A. Andretta
Administrative Assistant Attorney General

April 23, 1958

Director, FBI **62-37683-81**

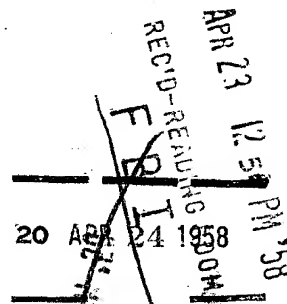
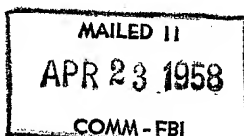
EX-123

REC-8

RETIREMENT OF OLD RECORDS

This Bureau is in receipt of General Services Administration Circular Number 153 dated April 7, 1958, captioned "Retirement of Old Records." The circular requests that records over 50 years old be offered to the Archivist of the United States or that the Archivist be informed in writing that the records cannot be transferred. In addition, it is indicated that if there are no records over 50 years old, the Archivist should be so notified in writing.

There are no records in the possession of this Bureau over 50 years old.



LES:vmk
See Memo L. E. Short to Mr. Nease 4-22-58 *LES:vmk*

LES:vmk
LES
Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____

53 MAY 1 1958
MAIL ROOM ☐

62-37683-82, 83, 84, 85, 86
CHANGED TO

63-5222-11, 12, 13, 14, 15

MAR 4 1959

jl

C

EX-101

REC-92

62-37683-87

Date: April 20, 1959

To: Mr. Victor Gondos, Jr.
Archivist in Charge
Civil War Branch
National Archives and Records Service
General Services Administration
Washington 25, D. C.

From: John Edgar Hoover, Director
Federal Bureau of Investigation

Subject: NA JOB NO. II-NNA-2964

Referring to your letter of April 9, 1959, concerning the captioned matter, this Bureau has no objection to destroying the records which you mentioned.

APR 20 10 36 AM '59
REC'D-READING ROOM
FBI

NAW:vfb
(4)

NOTE: Based on memo Q. Tamm to Mr. Tolson, 4/13/59, re: Request from Archives for Bureau's views as to Disposal of Certain Records. NAW:vfb

APR 20 2 26 PM '59

DEPT OF JUSTICE
FBI
RECEIVED

APR 20 11 55 AM '59

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67 APR 29 1959

TYPE UNIT ☐

MAILED 10
APR 20 1959
COMM-FBI

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/13/59

FROM : Q. Tamm

SUBJECT: REQUEST FROM ARCHIVES FOR BUREAU'S
VIEWS AS TO DISPOSAL OF CERTAIN RECORDS

Tolson _____
 Belmont _____
 DeLoach _____
 McGuire _____
 Mohr _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Enclosed letter, 4/9/59, from Victor Gondos, Jr., National Archives and Records Service, General Services Administration, requests Bureau's views relative to disposing of certain Army records pertaining to Japanese, both citizens and aliens, who were relocated from the west coast area during World War II. It is noted that on 1/21/59 an unnamed assistant attorney general advised Gondos that all claims have now been settled and the Department of Justice finds no remaining utility in the files.

Views of Domestic Intelligence Division, Investigative Division, and Files and Communications Division are as follows:

ADDENDUM 4/17/59 - NAW:vfb

Domestic Intelligence, Investigative and Files and Communications Divisions have no objection to destruction of these records. Security and applicant supervisors in Washington Field Office were contacted and state they see no reason to object. Information regarding Japanese subjects will still be available to us through War Relocation Authority Evacuee Files.

~~SEE PAGE 2 FOR ADDENDUM BY DOMESTIC INTELLIGENCE DIVISION.~~

RECOMMENDATION: That enclosed letter be sent advising Archives that FBI has no objection to destruction of the described records.

Enclosures (2)

NAW:vfb
(2)

REC-92

EX-101

62-37683-87

3 APR 21 1959

ENCLOSURE

ADDENDUM

EHM:ew DOMESTIC INTELLIGENCE DIVISION 4-14-59

Records involved were created by Department of the Army. It is noted the records have been maintained since 1957 because of the interest of the Department of Justice in adjudication of claims involving these records. Inasmuch as the Department of Justice has advised all claims have been settled and it has no further interest in the records, the Domestic Intelligence Division sees no purpose in the continued maintenance of these records. However, the Training and Inspection Division, prior to reaching a decision, may desire to determine from the Washington Field Office whether there has been any actual need for access to these files in past years and, if so, the nature of the need.

EHM
JD *own* *G*

4/16/59

Files + Communication Division has no objection to disposal of these records -

JDm

4/16/59

Investigative Division has no objection to the disposal of these records.

Re

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

April 9, 1959

Honorable J. Edgar Hoover, Director
Federal Bureau of Investigation
Department of Justice
Washington 25, D. C.

NA Job No. II-NNA-2964

Dear Mr. Hoover:

Attached is a copy of a request for disposal authorization of certain records in the custody of the Department of the Army. (National Archives Job II-NNA-2964).

Please let me know at your earliest convenience whether the Federal Bureau of Investigation would be interested in the further maintenance of these files which are described in the authorization requests as:

"Investigative files pertaining to United States Citizens and aliens of Japanese descent who were relocated from the west coast area during World War II."

This inquiry is addressed to your office because I understand that investigators have, from time to time, made use of closely related War Relocation Authority Evacuee Files which are presently in the custody of the Labor and Transportation Branch, Industrial Records Division, National Archives.

Sincerely yours

Victor Gondos, Jr.
Archivist in Charge
Civil War Branch

Enclosure

EX-101

REC-92

ENCLOSURE

62-37683-87

3 APR 21 1959

*Memo & Ltr to Mr. Lamm 4-13-59
Ltr to Gondos 4-20-59 - JH*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(For instructions on the use of this form see National Archives Manual
on the Disposition of Federal Records)

TO: THE ARCHIVIST OF THE UNITED STATES,
NATIONAL ARCHIVES, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration, Region 3

2. MAJOR SUBDIVISION

National Archives & Records Service

3. MINOR SUBDIVISION

Federal Records Center

4. NAME OF PERSON WITH WHOM TO CONFER

Wallace L. Connel

5. TEL. EXT.

1225 X 176

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

A

The records have
ceased to have suffi-
cient value to warrant
further retention.

B

The records will cease to have sufficient value
to warrant further retention on the expiration
of the period of time indicated or on the occur-
rence of the event specified.

C

The records will have ceased to have sufficient value to warrant
retention in their original form by virtue of the fact that the
microphotographic copies, made in accordance with standards of
the National Archives Council, will be adequate substitutes for
the original records.

☒

☐

☐

2/3/59
(Date)

Paul L. Bishop
(Signature of Agency Representative)

Chief, Federal Records Center
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>THE ARMY ESTABLISHMENT</p> <p>Records covered under this request were created by personnel of the Western Defense Command and Office of the Provost Marshal General. The records were maintained by the Western Defense Command as sources of information on Japanese and Japanese Americans evacuated from strategic areas on the Pacific coast.</p> <p>The Western Defense Command was established to provide for defense of the west coast of the continental United States during World War II. A principal part of this program was evacuation of these Japanese to designated areas (internment and placement in public and private employment of these people were vested in the War Relocation Authority, the principal files of which, including 1800 cubic feet of individual case files, are in the National Archives).</p> <p>After the war, these records were transferred to the Army General Records Facility at Fort Belvoir (Maryland) and later placed in custody of the Federal Records Center. Since the war, the records have been maintained for possible use in the adjudication of claims growing out of the war relocation program.</p> <p>These activities of the files appear to be continued. Disposal of the records was proposed in 1937 (11-10721500) by the Records Administration Branch of the Adjutant General's Office but this proposal was rejected because of the continuing claim adjudication. All claims have</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<p>now been settled and the Department of Justice finds no remaining utility in the files (letter of Assistant Attorney General to Walter Sooder, Jr., National Archives, January 21, 1959).</p> <p>Files relating to United States citizens and aliens of Japanese descent relocated from west coast areas during World War II, consisting of separately arranged series of investigative and individual or family data registration files, arranged alphabetically or numerically, with related index, and including data sheets, check sheets, copies of requests for expatriation or repatriation and transcripts of hearings, copies of reports on loyalty and summaries of intelligence, and related papers. (900 cubic feet). 1942-1945</p>		

Roscoe R. Hill, Archivist Here

DECEASED
By Rasa Gustaitis
Staff Reporter

Roscoe R. Hill, archivist and historian of international reputation, died yesterday after a heart attack at his home, 4500 47th st. nw. He was 80.

BORN 1880
CKBA

WIKI - WA

Mr. Hill retired in 1946 as chief of the Department of State Division in the National Archives where he had earlier been chief of the Division of Classification.

His work at Archives began in 1935 with the classification of collected items from every Government department for deposit in the then new Triangle building. He also charted the histories of the entire Federal organization.

A native of Illinois, he received his Ph. D. at Columbia University, lectured there and at George Washington and New York Universities, and worked in the archives of a number of foreign countries.

In 1911 he was sent to Spain by the Carnegie Institution to conduct research into the documents in Spanish files relating to the United States. From 1926 to 1930 he was director for Spain of the European Mission of the Library of Congress.

He later served on the Nicaraguan High Commission and the Nicaraguan War Claims Commission and was awarded the Orden de Ruben Dario, then the highest civilian decoration of the Nicaraguan government.

Mr. Hill also was decorated by the Cuban government and visited the archives of a number of other Latin American countries.

From 1933 to 1937 he edited the Journals of the Continental Congress, doing research work at the Library of Congress where he had served as research specialist.



ROScoe R. HILL

At the time of his death, Mr. Hill was still active as chairman of the board of elders of the National City Christian Church and as comptroller for American University Park Citizens Association.

He was the author of numerous historical items on Latin America and the United States, and was a member of various historical organizations.

Surviving are his daughters Mrs. Victor E. Ferrall of Leohia, N. J. and Frances H. Clay of the home address, and a sister, Matilda Hill, of Urbana, Illinois.

Funeral services will be held at 3:30 p. m. Friday at the National City Christian Church. Interment will be in Paramus, N. J.

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Callahan _____
DeLoach _____
Malone _____
McGuire _____
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Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

M.A. Jones

Duper

REC-43 EX-139

162-37683-A

NOT RECORDED

149 OCT 28 1960

The Washington Post and Times Herald *B6*
The Washington Daily News _____
The Evening Star _____
New York Herald Tribune _____
New York Journal-American _____
New York Mirror _____
New York Daily News _____
New York Post _____
The New York Times _____
The Worker _____
The New Leader _____
The Wall Street Journal _____
Date _____

*no work
no indication
of close relations
in Bogalusa
VIA 7-160
W.A.*

OCT 27 1960

file 874

53 NOV 1 1960

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Sullivan *WCH*DATE: June 15, 1961 *WCH*FROM : R. O. L'Allier *L'*SUBJECT: RESTRICTIONS ON AVAILABILITY
OF DOCUMENTS ORIGINATING WITH
THE FBI ON DEPOSIT WITH
NATIONAL ARCHIVES

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
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Reference is made to L'Allier to Belmont memorandum dated 6/9/61, captioned "Harold N. Arrowsmith, Jr." concerning a letter which Arrowsmith had found in the files of the Department of State on deposit with Archives. This letter was dated 2/23/21, and was written over the signature of J.E. Hoover, then Special Assistant to the Attorney General. Referenced memorandum recommended that Liaison find out from Archives what Government departments store their old records with Archives, determine the extent of the problem, and consider what action should be taken if it appears that inadequate restrictions have been placed on access to our material.

On 6/13 and 14/61, this matter was discussed by Liaison Agent Haynes with Bess Glenn, Justice and Executive Branches, Archivist in Charge, and F. Hardee Allen of her staff. They advised that Archives receives documents from all Government agencies as well as from many non-Governmental sources, and, of course, have many rules and regulations concerning their availability to other than the originating and depositing agency. Of particular importance to the FBI is "General Restriction #5" of the Archives, which provides that records less than 75 years old of the investigations of persons or groups of persons by investigative authorities of the Executive Branch will be made available only as authorized by an appropriate official of the originating agency or successor agency.

In addition, at the request of the Department in May, 1960, no reports or memoranda of the FBI deposited by Justice are made available, regardless of age, category, or content. It is pointed out this applies only to records deposited by Justice. Records deposited by other agencies would be restricted only as set out in General Restriction #5.

As a result of discussion held on 6/13 and 14/61, Bess Glenn advised that Archives would favorably consider amending or expanding General Restriction #5 to restrict all documents

1-Mr. Belmont
 1-Mr. DeLoach
 1-Mr. Sullivan
 1-Mr. Bartlett
 1-Mr. Haynes

1-Mr. Mohr
 1-Mr. Walkart
 1-Liaison

JUN 29 1961

JUN 30 1961

UNRECORDED COPIED IN

LIAISON

XEROX

*Memoranda
 Sullivan
 6/24/61
 L'Allier
 Archives
 6/15/61
 R.H.A.*

6-7225-1

63 JUN 16 1961

Memo L'Allier to Mr. Sullivan

Re: RESTRICTIONS ON AVAILABILITY OF DOCUMENTS ORIGINATING WITH
THE FBI ON DEPOSIT WITH NATIONAL ARCHIVES

originating with the FBI regardless of the depositing agency. She expressed a desire to fully cooperate with the FBI in having issued by the Archivist any General Restriction we deem desirable. She inquired as to the possibility of being permitted to make available to the general public, in accordance with their policy of serving the public good by making all possible Government records available, certain types of FBI documents which the FBI felt could be made public. She also inquired as to whether General Restriction #5, as it is now written would be considered adequate from the FBI standpoint. It was pointed out by Liaison that, if certain types of documents originating with the FBI were to be made available while others were restricted by Archives, it would impose on Archives the responsibility of deciding which documents would fall within any specific category. Glenn agreed that this would impose a most difficult burden upon Archives, and that it would be better from their standpoint to amend General Restriction #5 to provide for an over-all restriction on all documents originating with this Bureau.

Regarding General Restriction #5 as it is now written, it was pointed out by Liaison that the adequacy of this restriction is determined by the interpretation placed upon it by the individual Archives employee reviewing groups of documents prior to their release to the particular researcher. Glenn agreed that if an over-all restriction is desired by the FBI, that General Restriction #5 should be amended to provide more specific language regarding FBI documents. She stated that this language should be carefully composed in order to give definitive guidance to the Archives employees who will be governed by the restriction.

ACTION:

If you approve, Liaison and a representative of the Files and Communications Division will meet with Archives representatives in order to work out an amendment to General Restriction #5 to provide for the restriction on all documents originating with the FBI, regardless of age, category, or content.

OK
B
AF

mcg

UNITED STATES GOVERNMENT

Memorandum

TO : W. C. Sullivan

DATE: June 23, 1961

FROM : R. O. L'Allier

SUBJECT: RESTRICTIONS ON AVAILABILITY
OF DOCUMENTS ORIGINATING WITH
THE FBI ON DEPOSIT WITH
NATIONAL ARCHIVES

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Reference is made to L'Allier to Sullivan memorandum dated June 15, 1961, setting forth the results of preliminary discussions held by Liaison Agent Haynes with Miss Bess Glenn, Justice and Executive Branches, Archivist in Charge, and F. Hardee Allen of her staff concerning restrictions on the availability of documents originating with the FBI on deposit with the National Archives. A copy of this memorandum is attached. On June 22, 1961, Mr. Frank Waikart of the Files and Communications Division and Liaison Agent Haynes met with Dr. Robert H. Bahmer, Deputy Archivist of the United States. Dr. Bahmer at the outset of the conversation stated that he understands fully the necessity for the protection of FBI records, and it was recommended that "General Restriction #5" of the National Archives be amended or supplemented to provide specific language restricting the release of any document originating with the FBI regardless of form or content. He pointed out that such a restriction would cover not only those documents deposited by the Justice Department, but all documents originating with the FBI regardless of the depositing agency. Dr. Bahmer pointed out that General Restriction #5, which is currently in effect, provides that records less than 75 years old of the investigations of persons or groups of persons by investigative authorities of the Executive Branch will be made available only if authorized by an appropriate official of the originating agency or successor agency. He suggested that inasmuch as the current restriction applies to documents less than 75 years old that the amendment contain the same provision as to age.

Dr. Bahmer suggested that if this arrangement would be satisfactory with the Bureau, that we direct a letter to the Archivist requesting that such a restriction be issued by him. *

RHH:gp (9)

1 - Mr. Belmont	1 - Mr. Bartlett
1 - Mr. Mohr	1 - Mr. Waikart
1 - Mr. DeLoach	1 - Liaison
1 - Mr. Sullivan	1 - Mr. Haynes

* As Deputy Archivist Dr. Bahmer has authority to issue such a regulation. It will be internal administrative rule and no publicity attached thereto.

Enclosures

JUL 6 1961 6-27-61

JUN 29 1961

XEROX

JUN 30 1961

UNRECORDED COPY FILED IN

Memorandum to Mr. Sullivan
RE: RESTRICTIONS ON AVAILABILITY
OF DOCUMENTS ORIGINATING WITH
THE FBI ON DEPOSIT WITH
NATIONAL ARCHIVES

OBSERVATION:

Although General Restriction #5 as presently written would seem to provide protection of Bureau records concerning investigative matter, the interpretation of this Restriction by various Archives employees may not provide the necessary safeguard. It, therefore, appears desirable that more specific language covering all documents originating with the FBI, regardless of the depositing agency, would be desirable. Dr. Bahmer's request that the Restriction not be changed from the present 75-year period seems reasonable.

RECOMMENDATION:

That the attached letter be sent to the Archivist requesting a specific restriction on FBI records in accordance with the above discussions.

[Handwritten signatures and initials]
JEB
JEB
JEB
OK
K
✓
JEB
JEB

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service
Washington 25, D.C.

June 29, 1961

IN REPLY REFER TO:

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. DeLoach	_____
Mr. Evans	_____
Mr. Malone	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Mr. Ingram	_____
Miss Gandy	_____

Honorable J. Edgar Hoover
Director, Federal Bureau of Investigation
Department of Justice
Washington 25, D. C.

Dear Mr. Hoover:

In response to your request of June 26, 1961, I am adding the following to General Restriction No. 5 of the National Archives:

Records: All documents less than 75 years old among the records of any agency of the Government that are identifiable as having originated with the Federal Bureau of Investigation or its predecessor, the Bureau of Investigation (established July 26, 1908).

Restrictions: Information in these records will be made available only as authorized by an appropriate official of the Federal Bureau of Investigation.

Imposed by: The Archivist of the United States in agreement with the Director, Federal Bureau of Investigation.

Sincerely yours,

Robert H. Bahmer

Robert H. Bahmer
Acting Archivist
of the United States

62-37683-

NOT RECORDED

170 JUL 25 1961

17 JUL 21 1961

EROX

JUL 24 1961

56 JUL 26 1961

ORIGINAL COPY FILED IN 66-7225-1665

1 - Belmont 1 - Mr. Bartlett
1 - Mohr 1 - Mr. Waikart
1 - DeLoach 1 - Liaison
1 - Sullivan 1 - Mr. Haynes

June 26, 1961

BY LIAISON

19 WK
National Archives

Honorable Wayne C. Grover
Archivist of the United States
National Archives and Records Service
Washington 25, D. C.

My dear Mr. Grover:

In accordance with the conversation held on June 22, 1961, by Dr. Robert H. Bahmer, the Deputy Archivist, and Messrs. Frank W. Waikart and Robert H. Haynes of this Bureau, it is requested that General Restriction Number Five of the National Archives be amended or supplemented to provide that information from documents originating with the Federal Bureau of Investigation, regardless of form or content, be released only if authorized by an appropriate official of the Federal Bureau of Investigation or successor agency. I understand that this restriction will apply to all records less than seventy-five years old in accordance with your current restriction regarding investigative matters.

I greatly appreciate the splendid cooperation which we have so consistently received from you and your associates.

Sincerely yours,

EX-116

62-37683-40

66-19087-36

RHH:gp
(10)

REC-94

19 JUN 28 1961

NOTE

See cover memo L. A. L. Sullivan prepared 6/23/61, RHH:gp, re this matter.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

50 JUN 30 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : MR. W. C. SULLIVAN *WCS*

DATE: July 6, 1961

FROM : R. O. L'ALLIER *L*SUBJECT: RESTRICTIONS ON AVAILABILITY
OF DOCUMENTS ORIGINATING WITH THE
FBI ON DEPOSIT WITH NATIONAL ARCHIVES

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

The attached letter of June 29, 1961, from the National Archives, advises that a special restriction has been established to protect FBI documents of all types. The new restriction, which is applicable to any document less than 75 years old and identifiable as having originated with FBI, specifies that information in such records will be made available only as authorized by FBI.

This new restriction plugs an important loophole which has existed with respect to letters and memoranda disseminated by FBI to other agencies and subsequently stored with Archives. While Archives had previously agreed to restrict investigative reports, that restriction was dependent upon what Archives considered to be an investigative report and did not apply to general correspondence. The new restriction is across the board and protects every letter, memorandum, report or other document produced by us, regardless of the agency in whose records the document may be found.

We believe that the successful completion of negotiations with Archives for this new restriction represents an important accomplishment by the Agents who secured it. The general policy of Archives is to make as many of its records available to the general public as possible. In addition, following the new restriction will require that an Archives employee examine every document to make sure it is not a FBI record before permitting it to be seen. The overcoming of these administrative difficulties required most delicate and skillful liaison handling, and the successful outcome is the direct result of the work done by SA Robert H. Haynes of the Liaison Section and Mr. Frank Waikart of the Records Section.

SA Haynes made repeated visits and calls in connection with his initial contacts at Archives, and he was joined by Mr. Waikart during the several discussions with higher Archives officials concerning the exact language to be used in the new restriction. While the Archives people with whom they talked were not uncooperative, it required a maximum of tact and discretion on the part of Haynes and Waikart to explain the special nature of Bureau records while avoiding the appearance of opposition to the Archives policy of making records available to the public.

XEROX
It could be argued that a department or agency receiving a letter
GAD:jad (7) JUL 24 1961
Enclosure 1-Belmont; 1-Mohr
1-Sullivan; 1-Tavel; 1-Callahan; 1-Liaison
170 JUL 17 1961
62-37683-
3-ent

ORIGINAL COPY FILED IN

Memo L'Aillier-Sullivan

Re: RESTRICTIONS ON AVAILABILITY OF
DOCUMENTS ORIGINATING WITH THE FBI ON
DEPOSIT WITH NATIONAL ARCHIVES

from the FBI is the owner of that letter and should have the final say on its disposition. In fact, Archives initially suggested that a method of securing protection for such material emanating from FBI would be to have the agency to which it was addressed ask Archives to afford special handling. This suggestion was not followed as it would have meant contacting every Government agency to whom we had addressed correspondence and would inevitably have focused considerable attention on the problem and might have developed some instances of non-cooperation. Haynes and Waikart were able to persuade Archives to overlook the question of which agency had deposited the records and to establish a blanket rule protecting FBI documents.

No reply to the letter from Archives is necessary inasmuch as it is itself a response to our letter of June 26, 1961, which thanked them for their cooperation.

ACTION:

It is recommended that Messrs. Haynes and Waikart receive letters of commendation for their successful contacts with Archives resulting in a special restriction for the protection of our records.

[Handwritten signatures and initials]
Done
7-11-61
mmt

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI Att'n: Administrative Division

DATE: 5/14/62

FROM : SAC, Los Angeles (80-3)

SUBJECT: INVITATION TO ATTEND "OPEN HOUSE FOR FEDERAL EXECUTIVES"

Transmitted is an invitation to attend an "Open House for Federal Executives" on 5/25/62 at Bell, California, which is a suburb of Los Angeles. The invitation is extended by William E. Eastman, Regional Director, National Archives & Records Service.

The invitation requests that they be notified concerning any representation from this Bureau.

It would not appear that matters to be discussed would be germane to the Bureau's operations and unless the Bureau has a particular desire for a representative of this office to attend the invitation will be declined UACB.

2 - Bureau (AIR MAIL) (Enc. 1)
1 - Los Angeles

WGS:gmw
(3)

ENCLOSURE

REC 70

62-37683-9

9 MAY 18 1962

EX-115

63 MAY 24 1962

5-17-62
Bureau doesn't utilize GSA
Records Center for storage of
file materials. Accordingly, no
need for SAC, LA. to attend
open house. No further
action necessary.
L. J. Hunt

W. J. [unclear]
Eastman

C

4-105

GENERAL SERVICES ADMINISTRATION



Region 9
San Francisco 3, California

May 8, 1962

IN REPLY REFER TO: 9N

W. G. Simon
Special Agent, FBI
1340 West 6th Street
Los Angeles, California

Dear Mr. Simon:

You and your key assistants are cordially invited to our first "Open House for Federal Executives" to be held at our Federal Records Center, 5555 Eastern Avenue, Bell, California, on Friday, May 25.

This new Federal Records Center is one of 16 in our national network of Centers which serve Federal agencies. The records holdings in these Centers total nearly 8 million cubic feet. The Centers handle over 5 million reference requests each year. Federal agencies have increasingly availed themselves of these Centers during the last ten years to get records out of costly office space and office equipment. As a direct result -

- . 5 million square feet of useable space has been freed at savings to the Government of \$7 million per year,
- . 777,000 filing cabinets, transfer cases, and shelving have been freed for re-use, avoiding purchase of new equipment valued in excess of \$25 million,
- . The number of file clerks has been reduced 18% in the last five years and the number of typists has been reduced 23%.

This two hour Open House program, starting at 10:00 a.m., will be as follows:

Presiding: Harold F. Elliott, Director
Los Angeles Federal Records Center

Introduction of Distinguished Guests:

Jay B. Price

Mayor of Bell, California

Richard H. Greenburg

Acting Regional Commissioner
General Services Administration

SEARCHED	INDEXED
SERIALIZED	FILED
MAY 14 1962	
FBI - LOS ANGELES	

62-37683-91

ENCLOSURE

Dr. Wayne C. Grover	Archivist of the United States
Joseph H. Tippetts	Assistant Administrator Federal Aviation Agency
Harlan C. Carter	Regional Commissioner Immigration and Naturalization Service
Homer C. Gant	Assistant Regional Commissioner Internal Revenue Service
Captain F. Hale	Chief of Staff COMNAVBASELOSA Representing the Commandant 11th Naval District
Raymond R. Holmquist	Regional Director Post Office Department
H. M. Webster	Regional Manager Veterans Administration

After the introductory portion of the program you will be served coffee and doughnuts.

We have designed a special exhibit for this occasion entitled "Paperwork Systems for the Space Age" which depicts the many services we have to offer to Federal agencies. As you enter the lobby of our Center you will see the "Charters of Freedom Shrine" and the Presidential Libraries exhibit.

At 11:30 we will show the very popular film "Your National Archives."

We will appreciate it if you will fill out the attached card and mail it to us so that we will have plenty of coffee and doughnuts on hand.

For your convenience we have also attached a map showing the location of the Center.

I am looking forward to seeing you on May 25.

Sincerely yours,


WILLIAM E. EASTMAN

Regional Director
National Archives & Records Service

Enclosures (2)

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 6-18-62

FROM : M. Jones

National Archives

SUBJECT: IVAN W. STUCK
MANAGEMENT ANALYST
NATIONAL ARCHIVES AND RECORDS
SERVICES
WASHINGTON, D. C.

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
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 Holmes _____
 Gandy _____

Captioned individual called at Mr. Callahan's office on 6-18-62 and was referred to the Crime Records Division where he spoke to SA Carl J. Hall.

He advised he was engaged in preparing a "dictionary" of commodity descriptions which would be used by the Maritime Administration as the means of standardizing procedures and terminology. For his own background information and not for the purpose of inclusion in his "dictionary," he desired to learn of uniform procedures practiced by other agencies and private firms, such as stamp descriptions in stamp catalogues, etc. He wanted to know if we used a definite order in preparing descriptive information regarding wanted subjects. Mr. Stuck was shown Identification Orders setting out this information, said this answered his inquiry, and expressed appreciation for the assistance afforded him.

RECOMMENDATION:

None. For information.

1 - Mr. Callahan

CJH:jol
 (4)

REC- 56

62-37683-92
25 JUN 25 1962

CRIME RECORDS DIVISION

57 JUL 2 1962
384

Letters to the Editor

Food for Thought

"Study the Past" is an inscription on one of the conspicuous sculptured figures of the National Archives, which President Kennedy visited on June 27. Notwithstanding this inscription, his visit was attended by circumstances in contradiction to the spirit of the past by reason of an exclusiveness and absence of democracy foreign to the purposes and the practice in an important public institution like the National Archives.

On the day of President Kennedy's visit at 4:45 with a few chosen guests, probably 500 visitors lost about 1000 hours when the public was debarred from the National Archives after 1 p. m.; probably 50 members of the library staff lost about 100 hours when they were dismissed at 3 p. m.; and probably 100 writers, professors, and other investigators of records, many of whom had come from distant parts of the United States for special research here, lost about 500 hours, including evening as well as afternoon hours, when they also were required to leave at 3 p. m.

Therefore when the exhibit was "opened," this public institution was closed to citizens. It was learned on inquiry that the FBI assumed responsibility for the closing and that the National Archives had never before departed from its regular hours. We respectfully suggest that President Kennedy, to whom the FBI is subject, ponder the teaching of the National Archives as to democracy and freedom symbolized by its characteristic inscription "Study the Past."

LINCOLN LORENZ
Greensboro, N. C.

Tolson ☒
Belmont ☒
Mohr ☒
Callahan ☒
Conrad ☒
DeLoach ☒
Evans ☒
Malone ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele Room ☒
Holmes ☒
Gandy ☒

Prepare letter to the paper

162-37683-
NOT RECORDED

176 JUL 25 1962

The Washington Post and Times Herald ☒
The Washington Daily News ☒
The Evening Star ☒
New York Herald Tribune ☒
New York Journal-American ☒
New York Mirror ☒
New York Daily News ☒
New York Post ☒
The New York Times ☒
The New Leader ☒
The Wall Street Journal ☒
The National Observer ☒
Date ☒

67 JUL 25 1962

extra mailing list
Change Noted
7-4-62

JUL 5 1962

XEROX
JUL 25 1962

*No letters per Mr. Tolson
7-24-62
8/RZR*

*Lincoln - only for reference only
Lorenz - ml
let to Lorenz
332 7-6-62
B-R:nap*

*let to Lincoln
7-6-62
B-R:nap*

ORIGINAL FILED IN 94-8-6-100

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TAVEL *ST*

DATE: 1-8-63

FROM : L. E. SHORT *ST*

SUBJECT: JOHN BRENTLINGER
 STEVE BERGQUIST
 PETER RILEY
 NATIONAL ARCHIVES EMPLOYEES
 TOUR OF RECORDS BRANCH

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

John Brentlinger advised on 1-7-63 that he and the other individuals captioned above are conducting a survey of the records of the Securities and Exchange Commission (SEC) with a view toward improving operations in the files and indices of that agency. He stated that he feels that many of the problems that have developed in SEC records are similar to those which the Bureau has dealt with. Mr. Brentlinger requested that he and his associates be furnished an opportunity to tour the records processing facilities of the Bureau, which he feels will be of invaluable assistance in his project at SEC.

No derogatory information identifiable with any of the above-captioned persons could be located in the Bureau's files.

RECOMMENDATION:

It is recommended that Brentlinger, Bergquist, and Raley be furnished a brief tour and discussion of the records processing facilities of the Bureau on 1-11-63.

NFS:jam
 (4)

1/10/63
 Brentlinger requested
 Wm. E. Becker and
 Don Chumley of SEC
 also to attend tour.
 Bufiles reflect no
 derog info on Becker
 Chumley.

REC-38

10 JAN 14 1963

1/11/63 Tour handled
 Raley unable to attend
 up.

862 JAN 17 1963

JAN 15 1963

UNRECORDED COPY FILED IN 62-37683-93

June 24, 1963

Mr. Joseph L. Wertzberger
Center Chief
National Archives Records Service
9700 Page Boulevard
St. Louis, Missouri

Dear Mr. Wertzberger:

Because of unusual circumstances and a particularly urgent situation, it was necessary for us to call on your office recently in the early morning hours for expedite assistance.

Complete cooperation was immediately extended. As a result, we were able to obtain important information which aided in identifying the subject of one of our cases.

I want to take this opportunity to thank you and through you express our appreciation for the help Mr. Clarence R. Oliver so readily gave us.

Sincerely yours,
J. Edgar Hoover

JUN 25 1963 St. Louis

COMM-FBI

NOTE: Bufiles contain no derogatory information concerning and no prior correspondence with Mr. Wertzberger. Mr. Oliver cannot be identified in Bufiles.

JH:ped (5)

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM

TELETYPE UNIT

Memorandum

TO : Mr. J. Edgar Hoover
Director
Federal Bureau of Investigation

DATE: February 23, 1964

FROM : John W. Douglas
Assistant Attorney General
Civil Division

JWD:WPA:ic
233279-49

SUBJECT: Harold Noel Arrowsmith, Jr. v.
Providence Journal Company (U.S.D.C.
R.I., Civil Action No. 2552)

Mr. Tolson	
Mr. Belmont	
Mr. Mohr	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. DeLoach	
Mr. Evans	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

The plaintiff, who apparently is an associate of George Lincoln Rockwell, has caused subpoenas to be issued out of the United States District Court for the District of Columbia to Secretary of State Dean Rusk and Bernard L. Boutin, Administrator of the General Services Administration, in this libel action requiring them to appear for the taking of their depositions on February 24, 1964, and to bring with them certain documents. A copy of one of these subpoenas is attached.

A copy of your letter of February 23, 1964, together with the correspondence restricting its disclosure, referred to as item 3 in the schedule attached to the subpoenas, is attached. We understand that Arrowsmith has, through inadvertence on the part of National Archives, seen all of the documents referred to in this schedule except item 1.

By stipulation, the subpoenas have been modified to permit the Secretary of State and the General Services Administrator to send a delegate to the taking of these depositions, and the date of taking has been postponed until March 9, 1964.

We propose to file a motion in the U.S. District Court for the District of Columbia to quash these subpoenas on the ground that the material sought is clearly irrelevant to the issues in the lawsuit and proffer the documents to the court for examination in camera on the ground of relevance. Representatives of the State Department and Archives are of the opinion that the plaintiff's real reason for seeking these documents is, first, to sell copies thereof and, second, to quote excerpts therefrom in a publication in which the plaintiff is interested. In the event that the court denies our motion, we shall ask the Secretary of State whether he wishes to claim executive privilege as to items 1, 2, and 4. Although the documents are in the custody

ORIGINAL FILED IN 100-376523-34

EXP. PROC.

FEB 20 1964

74 MAR 12 1964

NOT RECORDED MAR 9 1964
145 MAR 10 1964

of the General Services Administration, the State Department is the agency which placed the restriction on the documents; thus, the Secretary of State would be the proper person to assert privilege.

As to your letter, we believe that the General Services Administrator can and should refuse production on the basis of your restriction letter of June 26, 1961, pursuant to 44 U.S.C. 397(b), 44 C.F.R. 2.4, and Archives' General Restriction No. 5 attached hereto. We will keep you advised of further developments.

We have complained orally to Archives about the apparent sloppiness of their procedures in permitting unauthorized and improper access to restricted documents entrusted to them.

Attachments

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Belmont *ABW*

FROM : A. Rosen *R*

SUBJECT: HAROLD NOEL ARROWSMITH
RACIAL MATTERS

DATE: February 25, 1964

at

Tolson	✓
Belmont	✓
Mohr	✓
Casper	✓
Callahan	✓
Conrad	✓
Felt	✓
Gale	✓
Rosen	✓
Sullivan	✓
Tavel	✓
Trotter	✓
Tele. Room	✓
Holmes	✓
Gandy	✓

W. H. Jones
L. A. M.
T. J. P.

The Christian Nationalist Crusade of Los Angeles, California, which organization publishes anti-Semitic literature and is headed by Gerald L. K. Smith, has published a leaflet (a copy attached) captioned, "Communism and Judaism," written by Charles W. Winegarner, identified in the pamphlet as the nephew of Gerald L. K. Smith.

The leaflet attempts to equate Communism and Judaism. On Page 4 there is reproduced a letter over the signature of the Director which letter has come to the Bureau's attention in the past. The letter dated 2/23/21 from Mr. Hoover, then Assistant to the Attorney General, to the Department of State, concerned a list received from the American Consul at Reval, Esthonia, of persons in America receiving Bolshevik propaganda. Felix Frankfurter is included on the list.

The Director has noted previously concerning this letter that while it bears the signature "J. E. Hoover," it was dictated by "WWG," the initials of Warren W. Grimes, who was a Bureau supervisor in 1921.

NATIONAL
This letter was discovered by Harold Noel Arrowsmith, Jr., who is known to delve in the Archives of the United States to attempt to uncover material like the above letter. He is particularly anti-Semitic and in fact was the original "angel" of George Lincoln Rockwell of the American Nazi Party.

Another portion of the Communism and Judaism leaflet which is interesting is the statement made that a "patriot" inside the Archives Office was responsible for declassifying a "buried document" which had been prepared by American Intelligence. The document was one allegedly prepared by a Captain Montgomery Schuyler concerning Russia. It is not further identified, however, the statement is made that it has been buried for over forty years.

The Communism and Judaism leaflet mentions that Winegarner has within his circle of friends a gentleman who is the scion and heir of a great fortune who dedicates himself to the question of Communism and Judaism and spends weeks and months in the libraries

Enclosure

66 MAR 13 1964

1 - Mr. Mohr
1 - Mr. Belmont

1 - Mr. Evans
1 - Mr. Sullivan RRL:cag (1)

NOT RECORDED

145 MAR 10 1964

25 MAR 9 1964

SEE ADDENDUM PAGE 3

ORIGINAL FILED IN 100 - 376523

Memorandum to Mr. Belmont
RE: HAROLD NOEL ARROWSMITH

in London, New York, Washington, Berlin, Heidelberg and Paris. It is believed that this friend of Winegarner is Harold Noel Arrowsmith. Arrowsmith's family reportedly owns the controlling interest in the Dun and Bradstreet Corporation.

It is possible that Arrowsmith, Winegarner, and Gerald L.K. Smith may have access to classified documents in the Archives through some source such as the "patriot" mentioned in the leaflet. It is possible that the prior letter concerning Frankfurter was made available by the "patriot."

Assistant Attorney General John W. Douglas by letter 2/19/64 furnished information that Arrowsmith was suing the Providence Journal Company, Providence, Rhode Island, in Federal Court in a libel action, and in the course of this libel suit, Arrowsmith has subpoenaed the Secretary of State Dean Rusk and the Administrator of the General Services Administration, Bernard L. Boutin. Arrowsmith has also requested they bring along certain documents, one of these documents is the above-referred to letter of the Director dated 2/23/21. The Department intends to file a motion to quash the subpoenas on the ground that the material sought by Arrowsmith is irrelevant.

Assistant Attorney General Douglas in his letter mentions that the Department has orally complained to Archives about the "apparent sloppiness of their procedures in permitting unauthorized and improper access to restricted documents entrusted to them."

RECOMMENDATIONS:

It is recommended that this memorandum be referred to the Domestic Intelligence Division for their consideration as to whether unauthorized persons may have access to classified documents in the National Archives or there is someone in the Archives who would improperly declassify Government documents.

[Handwritten signatures and initials: JRM, WSK, and others, with a large arrow pointing down.]

February 28, 1964 RHH:gp

The letter dated February 23, 1921, was discovered by Arrowsmith in Archives prior to June, 1961. As a result of the release of this letter by Archives, Bureau Liaison had extensive conversations with the Acting Archivist concerning improper release of information. At our request, Archives placed a special restriction on any information originating from the FBI regardless of the agency depositing the document in Archives. This restriction requires that no such document be made available without specific Bureau approval. Inasmuch as this matter was thoroughly discussed with Archives in June, 1961, by Bureau Liaison and again recently by the Department, and there currently exists a restriction on the release of any Bureau information regardless of classification, no further action is being taken by the Domestic Intelligence Division.

jd . WAD [Signature] [Signature]
[Signature] [Signature]

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Callahan

DATE: 10-7-64

FROM : *Q. Smith*

SUBJECT: SURVEY OF BUREAU'S BULK
MAILING FACILITIES
BY NATIONAL ARCHIVES

Mr. Donald R. Thompson, room 607, Archives Building, phone code 13, extension 24426, who is assigned to the Office of Records Management, Archives, has requested a tour of the Bureau's bulk mailing operation. *DC.*

Mr. Thompson explained that he is presently making a survey of the bulk mailing problems in the Federal Aviation Agency (FAA) at the agency's request, and has found that they are using a very archaic system. He is trying to work out better procedures for FAA and in this connection has made inquiry concerning Government agencies which have excellent bulk mailing facilities. He stated the Post Office Department and GSA had advised him that the Bureau's bulk mailing operation was one of the best and it was for this reason that he desires to take a look at our facilities. He hopes to pick up some ideas which he can use in trying to revamp the FAA setup. I told Mr. Thompson I would check into the matter and let him know.

It should be noted that the above type of survey is one of the cooperative functions of the Office of Records Management of National Archives. We have dealt with Mr. Everett Alldredge, Chief of the above, and a number of his subordinates in the past. They assisted GSA in making the survey of our records setup when the Space Directive for the new FBI Building was being prepared. They were very complimentary concerning the Bureau's operations in that regard. Since there is nothing of a confidential nature in our bulk mailing procedures there appears to be no reason why we should not cooperate with Mr. Thompson and FAA in this regard.

RECOMMENDATION:

Recommend Mr. Donald R. Thompson, National Archives, be afforded a tour and explanation of our bulk mailing facilities as set forth above. *3 OCT 9 1964*

SET FOR MONDAY

10-12-64

1 - Mr. Tavel

CQS:mmm

68 OCT 14 1964

252

3/98

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

FROM : Mr. W. A. Branigan

SUBJECT: PUBLIC DISCLOSURE OF WARREN
COMMISSION RECORDS

DATE: 7/13/65

1 - Mr. Belmont 1 - Mr. Callahan
1 - Mr. Conrad 1 - Mr. Trotter
1 - Mr. Rosen
1 - Mr. Sullivan 1 - Mr. Malley
1 - Mr. McGowan 1 - Mr. Shroder
1 - Mr. Hines 1 - Mr. Raupach 1 - Mr. Stokes

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

SEP 16 1965

Preparatory to reviewing the Warren Commission records in the National Archives pursuant to the request of the Attorney General, Special Agents J. W. Hines and K. M. Raupach of the Investigative Division and Special Agent J. C. Stokes of the Domestic Intelligence Division on 7/12/65 contacted Dr. James B. Rhoads, Assistant Archivist for Civil Archives.

Dr. Rhoads explained that the records of the Warren Commission in the possession of the National Archives are contained in 26 different sets of files. The principal file and the one to be reviewed at this time is known as the Numbered Commission Document File and it consists of approximately 32 cubic feet of records. This is the file into which the Warren Commission placed the basic raw materials from which they prepared their report and the supporting volumes.

The remaining files which have not to date been processed by the Archives are arbitrary breakdowns by the Commission of various facets of the investigation of the assassination and related matters. These other files contain copies of much of the material which is in the file presently being reviewed and, when processed by the Archives, a search of these files which contain Bureau documents will also have to be made by the Bureau to determine what material therein can be placed in the public domain. Not all of the remaining 25 Commission files will have to be reviewed as some of them contain only material relating directly to the work of the Commission, such as the Commission's personnel records, its vouchers, and the testimony taken by the Commission.

Dr. Rhoads explained that the placing of our records on the assassination of President Kennedy and related cases in the public domain simply means that anyone can walk into the Archives from the street and ask to view such records and, if such person so desires, may copy the records or request the Archives to produce copies of them. The Archives, according to Dr. Rhoads, has the facilities to reproduce documents in the public domain.

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(13)

50 JUL 23 1965

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145 JUL 20 1965

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ORIGINAL FILED IN

Memorandum to Mr. W. C. Sullivan
RE: PUBLIC DISCLOSURE OF WARREN COMMISSION RECORDS

Dr. Rhoads escorted the Bureau representatives through the security room of the Archives where the records to be reviewed were observed to be contained in 33 cardboard boxes. The working area in the security room was highly undesirable as space is very limited. Dr. Rhoads stated that he would endeavor to locate other space where the review could be conducted under security conditions.

He said that the working hours at the Archives are from 8:45 a.m. to 5:15 p.m. and, as the Warren Commission records must be maintained in the security room, the door to which is protected by a combination lock, the records would have to be returned to that room by 5:15 p.m. nightly as the guard force on duty after that time does not have the combination to the lock or access to the room.

On 7/13/65 Dr. Rhoads telephonically advised Special Agent J. C. Stokes that he had successfully located working space for the Bureau's representatives to review the Warren files and that this space could accommodate up to six Agents. He was told that Bureau representatives would be at his office on the morning of July 14, 1965, to commence the review. Dr. Rhoads, on 7/13/65, requested that we not commence the review on 7/13/65 due to the parade on Pennsylvania Avenue that date and as Mr. Skinner, the Custodian of the security room, was to be on leave that date. We have commenced to review that portion of the Warren files which we can identify from the list supplied by the Archives. While we have copies of all documents we furnished to the Commission, it will be necessary to examine many of the documents listed, for in the case of memoranda it is not possible to definitely identify the document on the basis of the information in the Archives listing.

ACTION:

For information.

✓

Dem/wal

Wey

Q

JSW

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan *WCS*

DATE: 8/6/65

FROM : Mr. D. J. Brennan, Jr. *DJB*

SUBJECT: CENTRAL INTELLIGENCE AGENCY (CIA)
ACCESS TO BUREAU INFORMATION IN ARCHIVES

Tolson ☒
Belmont ☒
Mohr ☒
DeLoach ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

CIA has inquired if the Bureau will authorize Archives to permit a CIA representative to examine Bureau information which has been filed with Archives by State Department.

b6
b7C
[redacted] CIA advised the Liaison Agent on 7/27/65, that [redacted] is currently reviewing State Department information deposited in the Archives. This is being done with State authorization. The review is centered on Soviet intelligence activities prior to 1944 and this is all part of a CIA research job to collate historical information concerning Soviet intelligence activity. CIA is endeavoring to collect pertinent information regarding well known Soviet agents who operated in the 1930s and up to 1945. [redacted] is running name checks concerning Soviet agents who operated overseas such as Richard Sorge, the well-known Soviet agent who operated in Japan during World War II. CIA does not expect that it will be running checks against Soviets who are active in the U. S. The Agency wants to collate such historical data so that it would serve as a ready and packaged reference thereby making it unnecessary to become involved in exhaustive file reviews in the future. The gathering of the historical data has become necessary within CIA because the Agency did not come into being until after 1945.

b6
b7C
[redacted] has been reviewing the State files at Archives and every so often there is a reference in the files to information disseminated to State by the Bureau. Hartman is not permitted to examine this information unless authority is granted to Archives by the Bureau.

It is impossible to determine what Bureau information has been sent to Archives by State without becoming involved in a heavy research job or by examining each item as it comes up on a check.

- 1 - Mr. Belmont
 - 1 - Mr. Mohr
 - 1 - Mr. Tavel
 - 1 - Mr. Sullivan
 - 1 - Mr. Branigan
 - 1 - Liaison
 - 1 - Mr. Papich
- SJP:chs
(8) *chs*

62-137683-
NOT RECORDED
141 AUG 18 1965
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6 AUG 18 1965

Let to Mr. Wayne C. Simon
outstanding 8-12-65 F.W.W. L.

ORIGINAL FILED IN 66-7225-199

Memo Mr. Brennan to Mr. Sullivan
Re: CENTRAL INTELLIGENCE AGENCY (CIA)
ACCESS TO BUREAU INFORMATION IN ARCHIVES

This, of course, could be arranged if we so desire. We could also work out arrangements to monitor [] work on a daily basis in order to make certain that he definitely did not read any Bureau material not approved by us.

b6
b7C

When CIA completes its research, the results will be filed within the Agency for possible future reference by personnel of CIA.

A question which can be raised is "Would we disseminate to CIA the same information which we have disseminated to State?" Undoubtedly we would, but this can't be pinned down unless we review each item as it comes up on a check made by []. In general, we do disseminate the same information to CIA as we disseminate to State relative to Soviet intelligence activities. There does not appear to be any evidence indicating that CIA is involved in a project other than for research purposes. We also may wish to bear in mind that once CIA examines the information at Archives, the Agency is not entitled to disseminate it without clearing with us. This is a fixed rule.

Boash! you are opening the flood gate for leaks.
We can permit CIA to review the material disseminated by us to State prior to 1944 or we can insist that Archives, in each instance, first check with us before giving CIA access to the information. The former course appears to be the most logical, time saving, and inexpensive to us, bearing in mind that we could become burdened with voluminous file reviews as each check was submitted to the Bureau. Further, every item is now at least 21 years old and relatively insensitive due to the passage of time.

ACTION:

This matter has been discussed with the Soviet Section. If approved, the Files and Communications Division will advise Dr. Robert Bahmer of the Archives that [] may review the Bureau material disseminated to State and pertaining to Soviet intelligence activities prior to 1944.

JBS *WAS* *ABW* *322*

62-37683-

August 12, 1965

Dr. Wayne C. Grover
Archivist of the United States
National Archives and Records Service
National Archives Building
Washington, D. C. 20408

Dear Dr. Grover:

[redacted] Central Intelligence Agency (CIA), is presently reviewing State Department records dated prior to 1945 now in the custody of National Archives. The CIA has requested this Bureau to allow [redacted] to see and review any FBI data that may be contained in these records, foregoing the customary review and clearance by National Archives and FBI as required by existing regulations.

In order to more efficiently and expeditiously handle this program, [redacted] and others in CIA who may assist him may, without further clearance from this Bureau, review and duplicate pertinent FBI data contained therein. This exception is limited to this specific program and your continued cooperation in limiting access to FBI data is appreciated.

Sincerely yours,

J. Edgar Hoover

- 1- Mr. Belmont (sent direct)
- 1- Liaison (sent direct)

WW:bpr

NOTE: Memo Brennan to Sullivan, 8-6-65, Dr. Neil Franklin, Chief Diplomatic, Legal and Physical Branch, National Archives, requested that this exception to their regulations (based on our original request to restrict access to FBI data) as is customary be covered by written request to [redacted] agency. Meanwhile, access to FBI data in these files will be

MAIL ROOM ☐ TELETYPE UNIT ☐ allowed

MAILED 30
AUG 16 1965
COMM-FBI

Tolson
Belmont
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

51 AUG 20 1965

SEND DIRECTOR
FOR APPROVAL
8-12-65

AUG 12 3 59 PM '65
REC'D-READING ROOM

ORIGINAL FILED IN 66-7225-199

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Tavel *ST*

DATE: 7-15-66

FROM : L. E. Short *LES*

SUBJECT: REQUEST TO REVIEW FBI DATA
CONTAINED IN DEPARTMENT OF
JUSTICE FILE MAINTAINED BY
NATIONAL ARCHIVES

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan ☒
Tavel ☒
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

On 7-12 Hardee Allen, Archivist, National Archives, telephonically contacted the writer and indicated that Professor Kenneth Greib had been reviewing material in Archives and desired to speak with a Bureau representative. Professor Greib then came to the telephone and stated that he is affiliated with Wisconsin State University, Oshkosh, Wisconsin, and is doing research regarding United States and Mexican relations. Specifically, he is interested in material dated about 1911 relating to dealings between Standard Oil Corporation and members of a Mexican revolutionary group. Professor Greib enumerated 15 serials which were not in the Department of Justice file maintained at Archives, and he believed this material might be in the possession of the FBI inasmuch as it was obvious to him from his research that this material originated with the Bureau of Investigation. The Department of Justice file which he reviewed is #90755. *De*

A review of Bureau records failed to locate the specific items in which Professor Greib was interested. Mr. Allen was then contacted and he conducted a further search in Archives and, subsequently, advised that the various serials in which Greib had indicated an interest had been located in Archives, but they had been removed from the Department file inasmuch as the material made reference to the FBI. This material was forwarded to the Bureau for possible assistance in locating copies of investigative reports which are referred to but which are not a part of the file in Archives. *SB*

A search of old Bureau section file material which is now on micro-film disclosed a file numbered 90755. The material in this file relates to Mexican activities, however, there is no material in this file dated prior to 1920. These files are those which were made part of a central file setup in

REC-28 62-37683-96

Enclosure

EX 110

JUL 22 1966

LES:bpr
(3)

*Let. to Mr. Mark Eckhoff
Chief, Diplomatic, Security &
Branch
National Archives & Records Service
7-20-66 LES:tc*

CONTINUED - OVER

RM 1008

Memo L. E. Short to Tavel
Re: Request to Review FBI Data
Contained in Department of
Justice File Maintained by
National Archives

the Department in 1920. In 1921, the central file was discontinued with the file material from each file being separated and the Department keeping serials pertinent to them and others returned to the Bureau. This accounts for fact that Department and Bureau file (90755) numbers are identical. It is also apparent that material prior to 1920 was not returned to the Bureau when files decentralized.

Bureau does have, of course, voluminous file material on microfilm relating to Mexican matters and this file material starts with the year 1910. However, an indices search of Standard Oil Company is not productive and a review of the microfilmed files for specific items would be extremely time consuming. Obviously, if Professor Greib were aware of the existence of this material, he would desire to review these so-called Mexican files. It is not believed that we should volunteer to Professor Greib or the Archives that these files concerning Mexican matters are available in the Bureau inasmuch as no specific request has been made for the files.

With respect to Professor Greib's request, it is believed we should advise Archives that the Bureau has no objection to their permitting the Professor to review the material in the possession of Archives which emanated from the old Bureau of Investigation and which is contained in Department of Justice file 90755. Material which would be made available is attached to this memorandum and should be returned to the Records Branch for delivery to the National Archives. Further, it is believed Professor Greib should be advised that Bureau records contain no data dated prior to 1920 in file 90755. This may satisfy his request since he is apparently interested in material dated around 1911 involving Standard Oil Company and the Mexican revolutionary forces.

Review of Bureau indices developed no record concerning Professor Greib.

weeps

Memo L. E. Short to Tavel
Re: Request to Review FBI Data
Contained in Department of
Justice File Maintained by
National Archives

RECOMMENDATIONS:

1. That we advise National Archives that the Bureau has no objection to their making available to Professor Greib material which is part of Department of Justice file 90755 and which emanated from the old Bureau of Investigation.

ST
7/15

2. That we advise Professor Greib that the file #90755 in the possession of the Bureau contains no data prior to 1920.

ST
7/15

GREIB ADVISED
7-19-66
LES

DM [Signature]

July 20, 1966

BY COURIER SERVICE

REC-28 62-37683 96

Mr. Mark Eckoff
Chief
EX 110 Diplomatic, Legal, and Fiscal Branch
National Archives and Records Service
National Archives Building
Washington, D. C. 20408

Dear Mr. Eckoff:

Confirming telephone conversation between

[redacted] of your office and Special Agent [redacted]

this is to advise that the Federal Bureau of Investigation does not object to the review, by Professor Kenneth Greib, of certain restricted file material contained in Department of Justice file 90755 now in your custody. This file material relates to, or originated with, the Bureau of Investigation in the early 1900's.

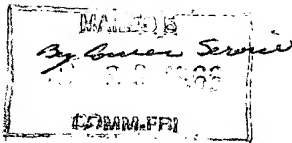
Jul 20 11 15 AM '66
REC'D-READING ROOM
FBI

b6
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Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director



LES:ifc
(5)

NOTE: Memo [redacted] to Mr. Tavel 7-15-66 indicated Professor Kenneth Greib, Wisconsin State University, who is conducting research regarding United States and Mexican relations, telephonically inquired concerning the availability of certain file material, which he could not account for, in Department of Justice file 90755. This material related to, or originated with, the Bureau of Investigation about 1911 and, because of the origin, had been restricted as to avail-
ability by the National Archives. Recommendation that Professor Greib be granted access to this old Bureau of Investigation file material was

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Conrad _____
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Rosen _____
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Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

F156

[Handwritten signatures and initials]

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: August 17, 1966

FROM : A. Rosen

1 - Mr. DeLoach
1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Raupach
1 - Mr. Conrad
1 - Mr. Sullivan

SUBJECT: WARREN COMMISSION MATTERS

1 - Mr. Wick
1 - Mr. Frazier

Tolson ☒
DeLoach ☒
Mohr ☒
Wick ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

In response to a written request of Assistant Attorney General Frank M. Wozencraft, Office of Legal Counsel, Messrs. Malley of the General Investigative Division and Frazier of the Laboratory attended a conference in his office today at 2 p.m. Present at this conference were Mr. Wozencraft, Harold F. Reis, Executive Assistant, Office of the Attorney General, representatives from the Criminal Division and Civil Division, as well as a number of representatives from Archives

The discussion centered on disclosing as much information as possible at the earliest date consistent with good judgment. The Justice Department obviously was attempting to transfer full responsibility for disclosure of anything to Archives and Archives in turn was passing the responsibility immediately back to Justice. Tentative arrangements were made that any specific problems that arose relative to disclosure would be settled by Archives and the Justice Department.

Comment was made concerning the classified material and a specific comment was made by Attorney Dave Slawson, now in the Office of Legal Counsel and one of the attorneys who worked with the Warren Commission, to the effect that the Bureau had considerable classified material which had not been made available for disclosure. It was immediately pointed out to those present that 80% of the Bureau's reports and other material had been made available for disclosure and that of the classified material, the Bureau had, in many instances, received the material from other Government agencies and these agencies had refused to have this material declassified. Dr. Robert Bahmer, Archivist, was outspoken in his comments concerning the fact that the FBI had made a real effort to make available for disclosure as much information in our possession as was possible. He also commented that all classified material and any other material that had not been made available for public disclosure would necessarily have to be reviewed in 1970. It is noted that the Attorney General in July, 1965, requested a complete review of all material relating to the Kennedy assassination and set forth guidelines

55 SEP 14 1966
JRM:hw
(9)

COPIES NOT RECORDED
FBI ANNEX 170 SEP 8 1966
AUG 20 1966

CONTINUED - OVER

ORIGINAL FILED IN

Memorandum to Mr. DeLoach
RE: WARREN COMMISSION MATTERS

to be followed in making the review. The stated purpose for this review was the public disclosure to the fullest extent possible of all material consistent with the national security, sound public administration, and the rights of individual privacy. The Attorney General commented that the White House was determined that disclosure be made consistent with the above guidelines.

Concerning the exhibits now being held temporarily by the FBI, there was no objection on the part of those present for the exhibits to be turned over to Archives. Following the general meeting, arrangements were worked out with Charles F. Simms, Office of Legal Counsel, whereby a letter would be directed from the Attorney General's Office authorizing the FBI to transfer all the exhibits in possession of the FBI to Archives.

Mr. Simms indicated he would try to get this letter to the Bureau in the near future, following which any arrangements the Bureau desired to make with Archives for the physical transfer would be satisfactory with the Department.

ACTION:

1. Upon receipt of the letter from the Attorney General authorizing the transfer of the exhibits, immediate action will be taken to effect the physical transfer of such exhibits.

2. If the aforementioned letter is not received by September 1, 1966, this matter will be followed with the Office of Legal Counsel.

R JEM ASD V. / D GRC

1-Mr. Mohr
1-Mr. Rosen, Att: Mr. Raupach, 5716
1-Mr. Sullivan, Att: Mr. Lenihan,
Rm. 818, 9th&D September 15, 1966

The Attorney General

Director, FBI

1-Mr. Conrad 1-Mr. Cunningham, 7410
1-Mr. Jevons, 7133

TRANSFER OF WARREN COMMISSION
EVIDENCE AND EXHIBITS TO THE
NATIONAL ARCHIVES AND RECORDS
SERVICE

In accordance with your letter dated August 19, 1966,
the FBI transferred on September 14, 1966, to the National
Archives and Records Service, the evidence and exhibits set
forth on the attached list relating to the investigation of the
assassination of President John F. Kennedy.

At the termination of the litigation or when title to
Oswald's rifle, revolver and holster is vested pursuant to
Public Law 89-318, these items will be transferred to the
National Archives and Records Service pursuant to your
instructions.

Enclosure

1-The Deputy Attorney General

62-37683-
NOT RECORDED
170 SEP 27 1966

NOTE: Transfer of items of evidence and exhibits to Archives
previously approved by Bureau and Department. Immediately upon
approval, we contacted Archives to make arrangements for the transfer,
and have been following the matter closely. On the morning of
9/9/66, Mr. Marion Johnson of Archives telephoned and advised they
could begin the transfer at 1:30 p.m. Accordingly, this transfer was
begun 9/9 and completed 9/14/66.

CC:fch
DI: (10)

SEP 29 1966

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19 SEP 27 1966

ORIGINAL FILED IN

62-109090-505

UNITED STATES GOVERNMENT

Memorandum

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TO : Mr. Conrad

DATE: October 31, 1966

FROM : A. Rosen

1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Shroder
1 - Mr. Raupach
1 - Mr. Conrad

SUBJECT: ASSASSINATION OF PRESIDENT
JOHN FITZGERALD KENNEDY,
NOVEMBER 22, 1963, DALLAS, TEXAS
MISCELLANEOUS - INFORMATION CONCERNING

With reference to Exhibit Numbers D-128, D-129, D-130, D-131, D-132, D-133, D-134, D-135, and D-136, and in order to answer the Department's request concerning the same exhibits, they were originally received from Mrs. Marguerite Cleaverie Oswald in connection with a possible extortion case entitled, "Unknown Subject; Mrs. Marguerite Cleaverie Oswald - Victim, Extortion." The facts in this case were presented to Assistant U. S. Attorney William L. Hughes, Jr., at Fort Worth, Texas, December 9, 1963, who declined prosecution in connection with all four letters. (9-41624-3, Page 7).

The following paragraphs concerning the Exhibit Numbers can be furnished to the Department to answer their request?

Exhibit Numbers D-128, D-129, D-130, D-131, D-132, D-133, D-134, D-135, and D-136, along with their individual description, are as follows:

D-128 Envelope postmarked "SAN ANTONIO, TEXAS," 1B December 2, 1963, 8:00 p.m., bearing type-written address "Mrs. Oswald, mother of Lee Harvey Oswald, deceased Fort Worth, Texas"

D-129 Accompanying D-128, newspaper clipping entitled "OSWALD LOOKED TROUBLE-BOUND OFFICER REPORTS" bearing typewritten message beginning "Mrs. Oswald you..."

D-130 Envelope postmarked "SAN ANTONIO, TEXAS," 2A December 3, 1963, 7:00 p.m. bearing type-written address "Mrs. Marguerite Oswald, Arlington Heights, Fort Worth, Texas"

KMR:dcs
(6)

NOT RECORDED
CONTINUED - OVER 199 NOV 18 1966

61 NOV 18 1966

F433

Left to National Archives
memo to A.G.
11/1/66
WDG/mbr

RECEIVED NOV 8 1966

ORIGINAL FILED IN 62-109060

Memorandum Rosen to Conrad
RE: ASSASSINATION OF PRESIDENT
JOHN FITZGERALD KENNEDY

- D-131 Accompanying D-130, two newspaper clippings, one entitled "OFFICERS BLAMED BY MRS. OSWALD" bearing typewritten message beginning "Shouldn't you blame...", and one entitled "MAN KILLS MINISTER, EX-WIFE AT CHURCH, THEN ENDS OWN LIFE" bearing typewritten message beginning "This man was a..."
- D-132 Envelope postmarked "SAN ANTONIO, TEXAS, 1A December 6, 1963, 4:00 p.m." bearing handwritten address "Mrs. Marguerite Oswald, Fort Worth, Texas"
- D-133 Accompanying D-132, one-page handwritten letter beginning "Marguerite Oswald you are..."
- D-134 Envelope postmarked "JAMAICA, N.Y., 1A December 6, 1963, 7:30 p.m." bearing hand-printed address - "Mrs. Oswald Sr., 2220 Thomas Place, Ft. Worth, Texas"
- D-135 Accompanying D-134, two-page letter, first page beginning "To An Assassins..." and second page beginning "Take care of you..."
- D-136 Post card postmarked "JAMAICA, N. Y., 1A December 6, 1963, 6:30 p.m." bearing hand-printed message on reverse side beginning "Why don't you admit..."

These items were set forth in the report of SA Robert P. Gemberling dated 5/15/64, Dallas, Texas, captioned "Assassination of President John Fitzgerald Kennedy, November 22, 1963, Dallas, Texas, Miscellaneous - Information Concerning," and the text of these items are located on pages 1060 through 1069. The Table of Contents of this report, pages xx, xxi, and xxii sets forth the exhibit numbers and description of these items which were included as enclosures to this report when it was furnished to the President's Commission on June 17, 1964.* (62-109060, Section 66, Serial 3083 Only, Part 1 and Part 4).

The above is submitted for your utilization in connection with the Department's request.

*Information concerning these items as they relate to a possible violation of the Extortion Statute were presented to Assistant U.S. Attorney William L. Hughes, Jr., Fort Worth, Texas, on December 9, 1963, who declined prosecution in connection with all four letters. This information is revealed on Page 1067 of this report. The items are no longer needed and are being released to the National Archives.

November 1, 1966

REGISTERED

1 - Mr. Rosen
1 - Mr. Conrad

Dr. Robert H. Bahmer
Archivist of the United States
National Archives and Records Service
National Archives Building
Washington, D. C. 20408

Dear Dr. Bahmer:

The evidence and exhibits set forth on the attached list indirectly relating to the investigation by the Warren Commission of the Assassination of President John F. Kennedy are being transmitted herewith for retention with other exhibits in this matter.

For your information, copies of these exhibits were previously made available as enclosures with the report of Special Agent Robert P. Gemberling, dated May 15, 1964, at Dallas, Texas, captioned, "Assassination of President John Fitzgerald Kennedy, November 22, 1963, Dallas, Texas; Miscellaneous - Information Concerning," which was furnished to the President's Commission on June 17, 1964. The texts of these items are located on pages 1060 through 1069. Inasmuch as these original exhibits are no longer needed, they are being made available to you.

ENCLOSURE

Sincerely yours,

62-37683
NOT RECORDED

199 NOV 8 1966

John Edgar Hoover
Director

ENCLOSURE

10 NOV 8 1966

ENCLOSURE

Enclosures (10)

✓ 62-109060

NOTE: Memo Rosen to Conrad, 10/31/66, captioned "Assassination of President John Fitzgerald Kennedy, November 22, 1963, Dallas, Texas, Miscellaneous - Information Concerning," KMR:dcs.

KMR:eem

(6)

ORIGINAL FILED IN 62 109060

- D-128 Envelope postmarked "SAN ANTONIO, TEXAS, "1B December 2, 1963, 8:00 p.m., bearing typewritten address "Mrs. Oswald, mother of Lee Harvey Oswald, deceased Fort. Worth, Texas"
- D-129 Accompanying D-128, newspaper clipping entitled "OSWALD LOOKED TROUBLE-BOUND OFFICER REPORTS" bearing typewritten message beginning "Mrs. Oswald you"
- D-130 Envelope postmarked "SAN ANTONIO, TEXAS, 2A December 3, 1963, 7:00 p.m." bearing typewritten address "Mrs. Marguerite Oswald, Arlington Heights, Fort Worth, Texas"
- D-131 Accompanying D-130, two newspaper clippings, one entitled "OFFICERS BLAMED BY MRS. OSWALD" bearing typewritten message beginning "Shouldn't you blame...", and one entitled "MAN KILLS MINISTER, EX-WIFE AT CHURCH, THEN ENDS OWN LIFE" bearing typewritten message beginning "This man was a"
- D-132 Envelope postmarked "SAN ANTONIO, TEXAS, 1A December 6, 1963, 4:00 p.m." bearing handwritten address "Mrs. Marguerite Oswald, Fort Worth, Texas"
- D-133 Accompanying D-132, one-page handwritten letter beginning "Marguerite Oswald you all....."
- D-134 Envelope postmarked "JAMAICA, N. Y., 1A December 6, 1963, 7:30 p.m." bearing hand-printed address "Mrs. Oswald Sr., 2220 Thomas Place, Ft. Worth, Texas"

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 Holmes _____
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62-37683-

ENCLOSURE

ENCLOSURE

MAIL ROOM ☐ TELETYPE UNIT ☐

D-135

Accompanying D-134, two-page letter, first page beginning "To An Assassins...." and second page beginning "Take care of you...."

D-136

Post card postmarked "JAMAICA, N. Y., 1A December 6, 1963, 6:30 p.m." bearing hand-printed message on reverse side beginning "Why don't you admit...."

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Mohr _____
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Conrad _____
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Rosen _____
Sullivan _____
Tavel _____
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Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

Griffith

Conrad

The Acting Attorney General

November 1, 1966

Director, FBI

TRANSFER OF WARREN COMMISSION
EVIDENCE AND EXHIBITS TO THE
NATIONAL ARCHIVES AND RECORDS
SERVICE

For the completion of your records there is attached hereto a copy of my letter to Dr. Robert H. Bahmer, National Archives and Records Service, dated November 1, 1966, in connection with the captioned matter, together with a copy of the list referred to therein.

Enclosures (2)

1 - Mr. Rosen

NOTE: Memo Rosen to Conrad dated October 31, 1966

WDG:mb/mn/ENCLOSURE

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199 NOV 8 1966

62-109060

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61 NOV 10 1966
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MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 62-109060-29

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

FROM : R. H. Jevons

SUBJECT: WARREN COMMISSION EXHIBITS

DATE: 11/8/66

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
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In my memorandum of 11/3/66, I reported a telephone call from Mr. Marion Johnson of the National Archives and Records Service. He advised of an inquiry from Harold Weisberg, author of "Whitewash: The Report on the Warren Report" concerning information pertaining to spectrographic examinations in our FBI reports. In view of Weisberg's suspected Communist background, it was recommended that Johnson be advised that the FBI could not be of assistance to Weisberg in this matter. The Director noted "O.K. I assume we have given all exhibits & evidence to the Archives as previously directed by A.G."

Pursuant to Bureau approval, Johnson was advised that the FBI could not be of assistance to Weisberg in this matter.

With regard to the Director's comment concerning transfer of evidence and exhibits to Archives, further reference is made to Mr. Rosen's memorandum of 11-7-66 advising of the prior transfer of available material to Archives and the fact that the assassination rifle together with Oswald's pistol and associated holster had been held in Dallas at the Department's instructions pending adjudication of title, and pending receipt of the instant authorization for release. The Director instructed that all such items should be transferred to Archives at once.

This is to advise that immediately following initial receipt of Mr. Rosen's memorandum and the Departmental authorization attached thereto for transfer of the remaining items, Laboratory representatives telephonically contacted Mr. Johnson of Archives to arrange for the transfer at the earliest possible date. Johnson subsequently called back to advise that he could receive this material on 11-8-66. Accordingly, the assassination rifle, Oswald's pistol, and its associated holster were personally delivered to Mr. Johnson on 11-8-66, and an appropriate signed receipt was obtained therefor.

ACTION:

Suggested letters to Archives confirming the transfer, and to the Department advising of the action taken are attached for approval.

Enclosures (2) *sent 11-9-66*

1 - Mr. Mohr

1 - Mr. DeLoach

1 - Mr. Rosen (attn: Mr. Malley)

1 - Mr. Wick

1 - W. C. Sullivan (attn: Mr. Lenihan)

1 - Mr. Raupach

RHJ:fch:mn
(10)

62-37683

NOT RECORDED

3 NOV 15 1966

ORIGINAL FILED IN 62-109090-530

GENERAL SERVICES ADMINISTRATION



Handwritten: In Reply to Cunningham
National Archives and Records Service
Washington, D.C. 20408

November 9, 1966

IN REPLY REFER TO:

7.
Honorable John Edgar Hoover, Director
Federal Bureau of Investigation
9th and Pennsylvania Avenue, Northwest
Washington, D. C. 20535

Dear Mr. Hoover:

This will acknowledge receipt of your letter dated November 1, 1966, transmitting certain evidence and exhibits relating to the investigation by the Warren Commission of the Assassination of President Kennedy.

We found the evidence exactly as described in the enclosure to your letter.

Sincerely yours,

Handwritten signature: Robert H. Bahmer

Robert H. Bahmer
Archivist of the United States

62-37683-

NOT RECORDED
199 NOV 16 1966

37 NOV 10 1966

EXP-PROC

ORIGINAL FILED IN 62-109090-38

F381

56 NOV 21 1966

Keep Freedom in Your Future With U.S. Savings Bonds

3 NOV 16 1966

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF

TO : J. Edgar Hoover
Director, Federal Bureau
of Investigation

DATE: NOV 3

FROM : Frank M. Wozencraft
Assistant Attorney General
Office of Legal Counsel

SUBJECT: Transfer of rifle and pistol involved in the assassination of President Kennedy to the National Archives

Mr. Tolson	
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Wick	✓
Mr. Casper	
Mr. Callahan	
Mr. Conrad	✓
Mr. Felt	
Mr. Gale	
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

By a memorandum of August 19, 1966, the Attorney General authorized you to transfer to the National Archives and Records Service of the General Services Administration all evidence and exhibits involved in the investigation conducted by the Warren Commission, except for the rifle and pistol which were subject to litigation in the United States Court of Appeals for the Fifth Circuit (John J. King v. United States, decided July 29, 1966).

That memorandum also authorized you to transfer the rifle and pistol to the National Archives when the forfeiture litigation terminated or when title to those items was vested in the United States pursuant to Public Law 89-318.

Title to those items has been vested in the United States pursuant to Public Law 89-318 (See Part II of the Federal Register of November 1, 1966, page 13968, et seq.). Furthermore, the Solicitor General, in conformity with recommendations from the Criminal Division and this Office, decided not to appeal the adverse decision of the Fifth Circuit and time for any such appeal has expired. This, in effect, terminated the litigation.

Accordingly, in conformity with the Attorney General's memorandum of August 19, 1966, it is requested that you arrange for prompt transfer of the rifle and pistol to the National Archives.

62-37683 EX-113

NOT RECORDED
199 NOV 22 1966

REC 22

62-109090-336

3 NOV 4 1966

Memorandum
J. Edgar Hoover
11/8/66
Left - Wozencraft
Left - Archives
11/9/66
FCH
mm

See Memo to
11/9/66
FCH

11/10/66
FCH

NOV 4 1966
PROC.
ORIGINAL FILED IN

62-37683

Mr. Frank M. Wozencraft
Assistant Attorney General

22 Director, FBI

- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Sullivan (Attn: Mr. Lenihan, Rm. 818 9&D) November 9, 1966
- 1 - Mr. Rosen (Attn: Mr. Malley, Rm. 5710)
- 1 - Mr. Raupach, Rm. 5716
- 1 - Mr. Conrad

TRANSFER OF RIFLE AND PISTOL INVOLVED IN
THE ASSASSINATION OF PRESIDENT KENNEDY TO
THE NATIONAL ARCHIVES

- 1 - Mr. Cunningham
- 1 - Office, Rm. 7133

Your memorandum of November 3, 1966, advised that the title to the rifle and pistol which had been subject to litigation has been vested in the United States and instructed that these items be transferred to the National Archives.

Pursuant to your instructions, the rifle, the pistol and its associated holster were furnished to Mr. Marion M. Johnson of the National Archives on November 8, 1966.

RHJ:bsm
(11)

NOTE: Based on memorandum Jevons to Conrad 11/8/66 re "Warren Commission Exhibits."

RHJ:mjk

MAILED 6
NOV 9-1966
COMM-FBI

- Tolson _____
- DeLoach _____
- Mohr _____
- Wick _____
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- Callahan _____
- Conrad _____
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- Gale _____
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- Sullivan _____
- Tavel _____
- Trotter _____

61 NOV 23 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

ORIGINAL FILED IN 62-109090-534

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: November 7, 1966

FROM : A. Rosen

SUBJECT: ASSASSINATION OF PRESIDENT
JOHN FITZGERALD KENNEDY
NOVEMBER 22, 1963
DALLAS, TEXAS
MISCELLANEOUS - INFORMATION
CONCERNING

1 - Mr. DeLoach
1 - Mr. Rosen
1 - Mr. Malley
1 - Mr. Shroder
1 - Mr. Raupach
1 - Mr. Wick
1 - Mr. Conrad

Tolson _____
DeLoach _____
Mohr _____
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PURPOSE:

The Department, by letter dated 11/3/66, authorized transfer of assassination rifle and revolver used by Oswald to kill Police Officer J. D. Tippit to National Archives. These items were in possession of our Dallas Office pending disposition of court action as to ownership of these items.

BACKGROUND:

By memorandum dated 8/19/66, the Attorney General authorized the Bureau to transfer to National Archives all exhibits and evidence in the Bureau's possession relating to the assassination of President Kennedy, with the exception of the rifle and revolver. This has been done.

By letter dated 11/3/66, the Department authorized the Bureau to transfer to National Archives the assassination rifle and revolver (no mention made of the holster) used by Oswald to kill Dallas Police Officer J. D. Tippit. These items were previously shipped to the Dallas Office upon instructions of the Department in connection with a suit instituted by John J. King, a Colorado oilman. King paid Oswald's widow, Mrs. Marina Oswald Porter, \$10,000 for these items, and agreed to pay an additional \$35,000 when he obtained possession.

ENCLOSURE

Hearing held U. S. Federal Court, Dallas, Texas, and Judge Estes decided the guns were rightfully the property of U. S. Government. King appealed this decision to the 5th Circuit Court and, according to the Department's letter 11/3/66, the adverse decision of the 5th Circuit was not

KMR:eem

62 NOV 23 1966

NOT RECORDED

199 NOV 22 1966

CONTINUED - OVER

4 NOV 21 1966

ORIGINAL FILED IN 62-109090-535

going to be appealed and since time for such an appeal has expired, the Department states this, in effect, terminated the litigation. The Department indicates that the title to these items was vested in the United States pursuant to Public Law 89-318. The Federal Register for 11/1/66, specifically lists the rifle and pistol as coming within Public Law 89-318. No reference is made to the holster; however, the Acting Attorney General's order specifies that all other items of evidence which were assigned exhibit numbers by the Commission would be included. The holster was given Commission Exhibit Number C-144.

ACTION:

A memorandum transferring these items to Archives is being prepared by the Laboratory, and, thereafter, the Department will be advised of the action taken.

[Handwritten notes:]

✓
P
~~Profess~~ as JWS
RMB
I want all & I mean
all exhibits etc in
this case transferred
to Archives & at once.
#

J. Edgar Hoover
Director, Federal Bureau
of Investigation

11/3/66

Frank M. Wozencraft
Assistant Attorney General
Office of Legal Counsel

Transfer of rifle and pistol involved in the assassina-
tion of President Kennedy to the National Archives

By a memorandum of August 19, 1966, the Attorney General authorized you to transfer to the National Archives and Records Service of the General Services Administration all evidence and exhibits involved in the investigation conducted by the Warren Commission, except for the rifle and pistol which were subject to litigation in the United States Court of Appeals for the Fifth Circuit (John J. King v. United States, decided July 29, 1966).

That memorandum also authorized you to transfer the rifle and pistol to the National Archives when the forfeiture litigation terminated or when title to those items was vested in the United States pursuant to Public Law 89-318..

Title to those items has been vested in the United States pursuant to Public Law 89-318 (See Part II of the Federal Register of November 1, 1966, page 13966, et seq.). Furthermore, the Solicitor General, in conformity with recommendations from the Criminal Division and this Office, decided not to appeal the adverse decision of the Fifth Circuit and time for any such appeal has expired. This, in effect, terminated the litigation.

Accordingly, in conformity with the Attorney General's memorandum of August 19, 1966, it is requested that you arrange for prompt transfer of the rifle and pistol to the National Archives

COPY

62-37683-

ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

1-Mr. Conrad
1-Mr. Cunningham, 7410

DATE: 11/3/66

FROM : R. H. Jevons

1-Office, 7133

SUBJECT: WARREN COMMISSION EXHIBITS

Tolson
DeLoach
Mohr
Casper
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Conrad
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Trotter
Tele. Room
Holmes
Gandy

On 11/3/66, Mr. Marion Johnson, the Archivist at the National Archives and Records Service who is handling the exhibits and evidence of the Warren Commission, telephonically contacted SA Cortlandt Cunningham of the Laboratory Division.

Mr. Johnson stated that Harold Weisberg, author of "Whitewash: The Report on the Warren Report," had requested information regarding the portions of the FBI investigative reports in which the spectrographic examinations were set forth. Mr. Johnson asked if any spectrographic examinations, other than those set forth in the report of SA Robert P. Gemberling dated 11/30/63, at Dallas, were made and reported elsewhere.

Mr. Johnson was told that this matter would be looked into.

Bufiles reveal that Weisberg was summarily fired from the State Department but was later allowed to resign without prejudice and not be restored to his job because of suspected Communist or Communistic sympathies. Bufiles also reveal he has had previous contact with Soviet Nationals at the Russian Embassy. Weisberg has also previously written the Bureau concerning the Warren Report and because of his background, no acknowledgement was made.

RECOMMENDATION:

It is recommended, in view of the above information, that Mr. Johnson be telephonically advised that the FBI cannot be of assistance to Weisberg in this matter.

1-Mr. Mohr
1-Mr. DeLoach
1-Mr. Rosen, Att: Mr. Mallery, 5710
1-Mr. Sullivan, Att: Mr. Lenihan, 818 9th & D
1-Mr. Wick
1-Mr. Raupach

NOT RECORDED

199 NOV 22 1966

CC:ich (10)

56 NOV 28 1966

we have
evidence
the Archives
as previously
directed by

ORIGINAL FILED IN 62-109081

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington, D.C. 20408

November 14, 1966

IN REPLY REFER TO:

Mr. Tolson	/
Mr. DeLoach	/
Mr. Mohr	/
Mr. Wick	/
Mr. Casper	/
Mr. Callahan	/
Mr. Conrad	/
Mr. Felt	/
Mr. Gale	/
Mr. Sullivan	/
Mr. Tavel	/
Mr. Trotter	/
Tele. Room	/
Miss Holmes	/
Miss Gandy	/

Honorable John Edgar Hoover, Director
Federal Bureau of Investigation
9th and Pennsylvania Avenue, Northwest
Washington, D. C. 20535

Dear Mr. Hoover:

Archives

This is in reply to your letter of November 9, 1966, regarding the transfer of Warren Commission Exhibits 139, 143, and 144 from the Federal Bureau of Investigation to the National Archives and Records Service. Mr. Marion Johnson has informed us of the receipt of these items.

We do appreciate your helpfulness and that of your staff in this matter and with regard to all other Commission-related matters in which we have a joint interest.

Sincerely yours,

Robert H. Bahmer

Robert H. Bahmer
Archivist of the United States

62-37683

NOT RECORDED
199 NOV 22 1966

NOV 15 1966

62 NOV 29 1966

Keep Freedom in Your Future With U.S. Savings Bonds

ORIGINAL FILED IN 62-105090-537

1-Mr. Mohr
1-Mr. DeLoach
1-Mr. Rosen, Att: Mr. Malley
1-Mr. Sullivan, Att: Mr. Lenihan

November 9, 1966

1-Mr. Wick
1-Mr. Raupach
1-Mr. Conrad
1-Mr. Frazier, 7410
1-Office, 7133

Dr. Robert H. Bahmer
Archivist of the United States
National Archives and Records Service
National Archives Building
Washington, D. C. 20408

Dear Dr. Bahmer:

Reference is made to my letter dated September 14, 1966, advising that Lee Harvey Oswald's rifle (Commission Exhibit 139), a revolver (Commission Exhibit 143) and holster (Commission Exhibit 144) were in the possession of the FBI and would be transferred to the National Archives and Records Service when litigation was terminated or when title to these items was vested pursuant to Public Law 89-318.

The litigation has now been terminated and these items were turned over to Mr. Marion M. Johnson of your office on November 8, 1966.

Sincerely yours,
J. Edgar Hoover

NOT RECORDED
199 NOV 16 1966
NOV 15 1966

NOTE: Department of Justice memo to the Director dated 11/3/66 advised litigation has been terminated and Oswald's rifle and the revolver (which were returned from Dallas on 11/5/66) are to be turned over to Archives. Receipt for these items along with the associated holster, is attached. Based on memorandum Jevons to Conrad 11/8/66 re "Warren Commission Exhibits"

62-109060

RHJ:ich (11)

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holloman _____

NOV 29 1966

MAIL ROOM ☐

TELETYPE UNIT ☐

ORIGINAL FILED IN 62-109060-529

REPORT
of the

1 - Mr. Miller

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C.

November 30, 1966

To: Mr. Albert H. Leisinger, Jr.
Director
Educational Programs Division
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

ST
BT
REC-48

Re: BILL OF RIGHTS;
WILLIAM LAMBERT

EX 108

J. Edgar Hoover
John Edgar Hoover, Director

YOUR NO. MAE
FBI FILE NO. 65-104046
LAB. NO. D-520927 DL

Examination requested by: Addressee

Reference: Letter November 22, 1966

Examination requested: Document

Specimen:

*He is original
letters by Lambert
and the enlargements
need from Archives
turned over to Mr.
Leisinger's secretary
12/14/66 Jmz*

*Report + evidence
returned personally
to Archives 11/30/66
Jmz*

Item 1 Facsimile of the Bill of Rights

Item 2 Known handwriting of WILLIAM LAMBERT consisting of
Xerox copies of letters dated February 2, 1806;
March 19, 1810; December 17, 1810; March 4, 1811;
July 8, 1814; July 15, 1814; and January 21, 1815.

Result of examination:

It was determined the handwriting on the Bill of Rights,
exclusive of the signatures, was prepared by WILLIAM LAMBERT, the
person whose known handwriting samples were submitted for
comparison.

Items 1 and 2 will be returned to your office with
this report. Representative photographs are retained.

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Enclosures (2)

NOTE: See memorandum to Mr. Conrad from
W. D. Griffith dated 11/29/66.

30

FMM:SP (4)

69 FEB 28 1967

MAIL ROOM ☐ TELETYPE UNIT ☐

Miller (P, #) Jmz

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Laboratory Work Sheet

Re: **BILL OF RIGHTS;
WILLIAM LAMBERT**

File # **62-37683-97**
Lab. # **D-520927 DL**

Examination requested by: **Your NAE**
National Archives and Records Service
Examination requested: **Document** Date received: **11-22-66**
Result of Examination: Examination by: **11/29 Jmz
Miller**

1. Two on Bill of Rights, exclusive of the sign,
was prep by William Lambert, the person whose two samples were sub.
2. Items one and two will be returned to your
office with this report. Representative photos retained.

Specimens submitted for examination

- Facsimile
- Item 1 ~~Set~~ Photocopy of the Bill of Rights of the Constitution of
the United States
- Item 2 ~~Set~~ Four sheets of paper bearing the known handwriting of
WILLIAM LAMBERT consisting of letters dated ~~at~~ February
2, 1806; March 19, 1810; December 17, 1810; March 4, 1811;
July 8, 1814; July 15, 1814; and January 21, 1815

*Lab rpt
11-30-66
FMM:af*

7-3mz

Bill of Rights

House of
Representatives
United States

In No

Ther by
effect in
Legislatures
Congress

executed the tried
Government

Dark

Militia

William Lambert

House of
Representatives
United States

J. N.

Treasury the
offices the
Lambert
Congress

executed the
government

L E. I. I
H. Greenwich
at this

Q

middle
Moon's

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington, D.C. 20408

November 22, 1966

IN REPLY REFER TO: NAE

Honorable J. Edgar Hoover
Director, Federal Bureau of Investigation
Department of Justice
Washington, D. C.

Attn: F.B.I. Laboratory

R: BILL OF RIGHTS;
WILLIAM LAMBERT

520927

Dear Mr. Hoover:

DECEASED

U.S.A.

December 15 of this year will be the 175th anniversary of the Ratification of the Bill of Rights. On this date the National Archives plans a public ceremony and an exhibit on the Bill of Rights.

The original parchment of the Bill of Rights is on permanent display in the National Archives.

It is our belief that the man who penned this document was William Lambert, an engrossing clerk of the House of Representatives at the time the Bill of Rights was put on parchment. The earliest letter we have from Lambert is dated February 2, 1806 (a xerox copy is attached). I am also attaching a large-printed facsimile of the original document.

We would appreciate it if a comparison of the permanship of these two documents could be made by your laboratory to determine if the permanship is identical.

If there are any questions in connection with this examination please contact me (Code 13 36404).

As the anniversary date is December 15 we would greatly appreciate an early determination.

ENCLOSURE ON BULKY RAMP

Sincerely yours,

Albert H. Leisinger, Jr., Director
Educational Programs Division

Enclosures - 2

6 DEC 5 1966

Room G 12

Keep Freedom in Your Future With U.S. Savings Bonds

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Laboratory Work Sheet

Re:

File #
Lab. #

62-37683-97
12-820927 DL

Examination requested by: **National Archives and Records Service**

~~11-22-66~~ 11-22-66

Examination requested: **Document**

Date received:

Result of Examination:

Examination by:

Miller

*Returned 11/30/66
Jmz*

Specimens submitted for examination

Specimen **Photocopy of the Bill of Rights of the Constitution of the United States**

Enc Four sheets of paper bearing the known handwriting of WILLIAM LAMBERT

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

John

DATE: 11/30/66

TO : Mr. Conrad

FROM : W. D. Griffith

SUBJECT: BILL OF RIGHTS
EXAMINATION FOR NATIONAL ARCHIVES
AND RECORDS SERVICE

0 National Archives in a letter dated 11/22/66 submitted a facsimile of the Bill of Rights along with known handwriting of one William Lambert who is described as "an engrossing clerk of the House of Representatives at the time the Bill of Rights was put on parchment." Archives requested we attempt to determine whether Lambert was the individual who prepared this historic document in total, except for the signatures of the signers. Since this is a proper request emanating from another Government agency, the examination was undertaken and has been completed. We have determined that William Lambert did in fact produce the artistic penmanship, except for the signatures, in the final form in which the Bill of Rights was recorded. *D.C.*

Archives has advised that December 15 of this year will be the 175th anniversary of the ratification of the Bill of Rights and Archives plans a public ceremony on that date. It is this impending ceremony that prompted Archives to request our assistance in this matter.

ACTION: None. For information. (A report on today's date is being sent)

- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Wick
- 1 - Mr. Conrad
- 1 - Mr. Griffith

WDG:mjk (6)

REC-52

62-37683-98

18 DEC 15 1966

56 DEC 29 1966

7-245

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

DATE: 12/1/66

FROM : W. D. Griffith

SUBJECT: ~~BILL OF RIGHTS~~
~~EXAMINATION FOR NATIONAL ARCHIVES~~
~~AND RECORDS SERVICE~~

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

In my memorandum dated 11/30/66 details are set forth of a request from National Archives for a comparison between the original writings appearing on the Bill of Rights with known writing of one William Lambert, an engrossing clerk of the House of Representatives at the time the Bill of Rights was put on parchment. We were able to determine that Lambert had performed the penmanship on the original Bill of Rights document and sent a report to Archives so advising. Subsequent to the receipt of our report Mr. Albert H. Leisinger, Jr., Director, Educational Programs Division, at the Archives telephoned and enthusiastically expressed his appreciation for our assistance in this matter. He said that Archives contemplates some publicity with respect to an impending ceremony marking the 175th anniversary of the ratification of the Bill of Rights and would like to include information concerning our identification of William Lambert as the penman. He suggested that their publicity release might be even more effective if some photographs illustrating some of the points of handwriting similarity could accompany it. I told him I would check into this and let him know.

Mr. Leisinger assured me in any event no press release in which the FBI is mentioned would be made until the Bureau is further consulted.

RECOMMENDATION: That the Laboratory prepare a suitable photographic exhibit to be furnished to Archives for use in their press release. (We have retained photographs which will enable the preparation of the exhibit without undue difficulty.)

- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. Wick
- 1 - Mr. Conrad
- 1 - Mr. Miller
- 1 - Mr. Griffith

WDG:mjk
F39

DEC 27 1966

EX-104

62-37683-99

DEC 20 1966

Photo delivered to Mr. Leisinger 12/10/66

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: 12/22/66

FROM : D. J. Brennan, Jr.

- 1 - Mr. DeLoach
- 1 - Mr. Rosen
- 1 - Mr. Sullivan
- 1 - Mr. Branigan
- 1 - Liaison
- 1 - Mr. Bartlett

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

SUBJECT: WARREN COMMISSION RECORDS

On 12/21/66 Mr. Paul Fairbanks, Office of Security, General Services Administration (GSA), advised Liaison Supervisor Bartlett as follows:

In December, 1964, the Warren Commission sent its records to the Archives. Immediately following this, GSA picked up the furniture and fixtures used by the Warren Commission and took them to a storage warehouse in Washington.

Inadvertently, one filing cabinet containing three cubic feet of Warren Commission records was included along with the other furniture for storage. This cabinet remained untouched in the GSA warehouse until 11/22/66 when it was discovered that the cabinet contained some records. The Security Office of GSA was immediately contacted and the records were taken to the Archives where they will remain. Archives, after looking these records over, have advised GSA that these records appear to have been the official records of Alfreeda Scobey, a member of the Warren Commission staff. Among memoranda and other working papers, three investigative reports of the FBI were located. Archives indicate these corresponded with Commission documents 76, 78, and 997. Archives point out that these three documents have previously been withheld from research by the FBI. This means that these reports will not be made available for review.

GSA indicates that the original mistake was probably made by the Warren Commission staff when the cabinet containing the records was sent to storage rather than to the Archives. GSA further advised that apparently no harm has come as a result of this mistake which has now been rectified by placing the records in the proper hands.

ACTION: For information.

NOT RECORDED

199 DEC 2 1966

DEC 28 1966

55 JAN 4 1967

OHB:mjfm
(7)

ORIGINAL FILED IN

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: January 19, 1967

FROM : J. J. Casper

SUBJECT: INQUIRY FROM NATIONAL ARCHIVES
REGARDING TRAINING FILMS PRODUCED
BY THE FBI

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

On 1/19/67, I received a telephone call from Mr. James Gibson, Visual Aid Section, National Archives, telephone 13-22442, in which Gibson requested data regarding training films produced by the FBI. He requested specifically that we provide him with the title, whether color or black and white, running time, and whether sound, of training films we have had produced. He was not interested in those training films which the FBI has purchased from other sources.

During our conversation Gibson stated that the National Archives provide storage facilities for the negatives of films which insures they will be preserved under proper temperature and safety conditions. He implied that the Bureau might desire to use this service and stated he would send me a brochure describing how it operates. Gibson also mentioned there is a regulation that when a film is no longer to be used, one copy of it is to be filed with the Archives for posterity.

I told Gibson I would determine if the information he desires is available.

The information he requested is recorded herewith:

× ① "Burglary Investigations," 16 mm., color, sound, runs 22 minutes.

× ② "Crime Scene Search," 16 mm., color, sound, runs 20 minutes.

× ③ "Defensive Tactics - Your Personal Weapons of Defense," 16 mm., color, sound, runs 17 minutes.

1 - Mr. DeLoach

1 - Mr. Tavel

1 - Mr. Wick

1 - Mr. Felt

TJB:aga

(6)

ENCLOSURE

REC-25

EX-115

15 JAN 31 1967

CONTINUED - OVER

UNREC COPY FILED IN 1-18-1

Memorandum J. J. Casper to Mr. Mohr
Re: Inquiry from National Archives Regarding
Training Films Produced by the FBI

- x (4) "The Collection, Identifying and Packaging of Evidence," 16 mm., color, sound, runs 22 minutes.
- x (5) "Examining of Stolen Cars," 16 mm., color, sound, runs 20 minutes.
- x (6) ~~"Focus on the FBI," 16 mm., black and white, sound, runs 15 minutes.~~ *Hearst Metronome News, produced.*
- x (7) "Interviews," 16 mm., color, sound, runs 23 1/2 minutes.
- x (8) "On the Record," 16 mm., color, sound, runs 17 minutes.
- x (9) ~~"Professor FBI," 16 mm., black and white, sound, runs 17 minutes.~~ *RKO-Pathe produced.*
- x (10) "Stay Alert - Stay Alive," 16 mm., color, sound, runs 22 1/2 minutes.
- x (11) "Taking Fingerprints," 16 mm., color, sound, runs 18 minutes.
- x (12) "The FBI," 16 mm., color, sound, runs 27 minutes.
- x (13) "The Fundamentals of Double-Action Revolver Shooting," 16 mm., black and white, sound, runs 15 minutes.
- x (14) "The Fundamentals of Single-Action Revolver Shooting," 16 mm., sound, black and white, runs 18 minutes.
- x (15) "The Salvage Racket," 16 mm., sound, black and white, runs 18 minutes.

There appears to be no reason why we should not provide Gibson with the information he requests. The data recorded in this memorandum represents training films produced by the FBI currently in use; there appears

Memorandum J. J. Casper to Mr. Mohr
Re: Inquiry from National Archives Regarding
Training Films Produced by the FBI

to be no reason why we should do research regarding old films no longer available for training purposes.

If it is approved that I provide Gibson with this information, I shall inform him that these films, with the exception of "The FBI" and "Focus on the FBI," are available through the FBI only to duly constituted law enforcement agencies for training purposes. I shall request that this information not be released to the general public unless such release is first cleared with the FBI.

RECOMMENDATION:

That I be authorized to provide the title of our training films and the statistical data regarding each as recorded in this memorandum, under the stipulations set forth above.

*Old but it does seem to
me it is none of Gibson's
business.*

Location of Negatives

Byron motion Pictures, Washington, D.C. #s 2, 3, 4, 5, 11, 13, 14, 15.

Hollywood studios, WDC #s 1, 7, 8, 10

Technicolor Corp, Hollywood #14

(ADDENDUM, 1/25/67, TJB)

A listing of the films identified in this memorandum was given to Mr. Gibson on 1/25/67. He explained that the Archives is making a survey, Government-wide, in an effort to be of maximum assistance to Government agencies in the storage of materials which are not needed on a continuing basis. Gibson's principal interest is in records and audio-visual aids. He feels that many agencies have materials stored in scattered locations and would be interested in placing them in one location in Suitland, Maryland.

Gibson was asked specifically about the "regulation" that when a film is no longer to be used, one copy of it is to be presented to the Archives for consideration and evaluation for storage for posterity. He explained there is no Governmental regulation to that effect; he was just emphasizing the point that despite the fact the Archives is vitally interested in preserving certain records, films, etc., for posterity, he is afraid some agencies are tossing away or otherwise discarding materials which should be preserved.

He mentioned that he hopes to establish a close liaison with the FBI's Records Division and to be of any possible assistance to the FBI. He expressed his appreciation for the identities of Bureau's training films and assured SA Brownfield that under no circumstances would their identities be made available to any unauthorized source.

TJB

JP

National Archives and Records Service
Washington, D. C. 20540
Attention: GPO 13 Ext. 22442

October 1966

National Records Center, Suitland, Maryland

With the completion of the new Federal Records Center building at Suitland, Maryland, one module, or about 200,000 cubic feet of temperature and humidity controlled space, will be used for the storage of motion pictures produced by or for Federal government agencies.

Federal agencies producing motion pictures are being encouraged by the National Archives and Records Service to use this facility in lieu of commercial motion picture laboratories, office space, other Federal facilities or rental space to store preprint materials of motion pictures.

NARS recommends that as soon as a Federal agency completes production of a motion picture and gets delivery of its initial order of projection prints all preprint material, including camera original, work print, outtakes, master positive, duplicating negative or color inter-negative, and accompanying sound tracks, and one release print be transferred to the Federal Records Center at Suitland.

These materials will be available to the originating agency on a 24-hour delivery basis, if needed. In the interim they will receive the best of storage and handling care. When the film is no longer useful to the agency in its current programs the materials in the Records Center will be available for evaluation and accessioning as film records of archival value.

If all Federal agencies take advantage of this Records Center program for motion pictures, the Federal Records Center at Suitland will become the central storage facility for current motion picture preprint materials of the Federal Government. Every agency will know where its preprint material is and the National Archives will be assured of having access to good preprint material and a good projection print of every film worthy of archival preservation.

This program not only provides a highly desirable and long-needed service to Federal agencies, but it will relieve commercial laboratories from the responsibility of storing government-owned preprint material after initial print orders have been completed. Federal agencies selling prints of their films to the general public under G.S.A. contracts with Duart or Modern Talking Picture Service Inc., (8mm only) or through unilateral agreements with other commercial laboratories will, of course, leave the necessary printing material with these laboratories.

Agencies wishing to take advantage of the Federal Records Center program for motion pictures should make transfer arrangements through their Records Offices.

ENCLOSURE 62-37683-100

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 2
Page 206 ~ Referral/Direct
Page 207 ~ Referral/Direct